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ABSTRACT

The 1975 faculty and staff handbook contains seven major sections on organization and administration, faculty organization and procedure, academic policies, travel, general employment practices, and facilities and services. State and local governing boards and administrative personnel are described and an organizational chart is given. Specific details pertinent to faculty members deal with: recruiting, campus interviews, rules for tenure and termination, promotion, academic freedom, code of conduct, committees, patent policy, research and consulting, federal fund applications, examinations and grading, and fringe benefits. Appendices include the Faculty Senate Committee bylaws and sample forms. (LBH)

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FACULTY AND STAFF

HANDBOOK

De Re Metallica

Montana College of Mineral Science and Technology

Butte, Montana

January, 1975

HE 007 393

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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FACULTY AND STAFF HANDBOOK

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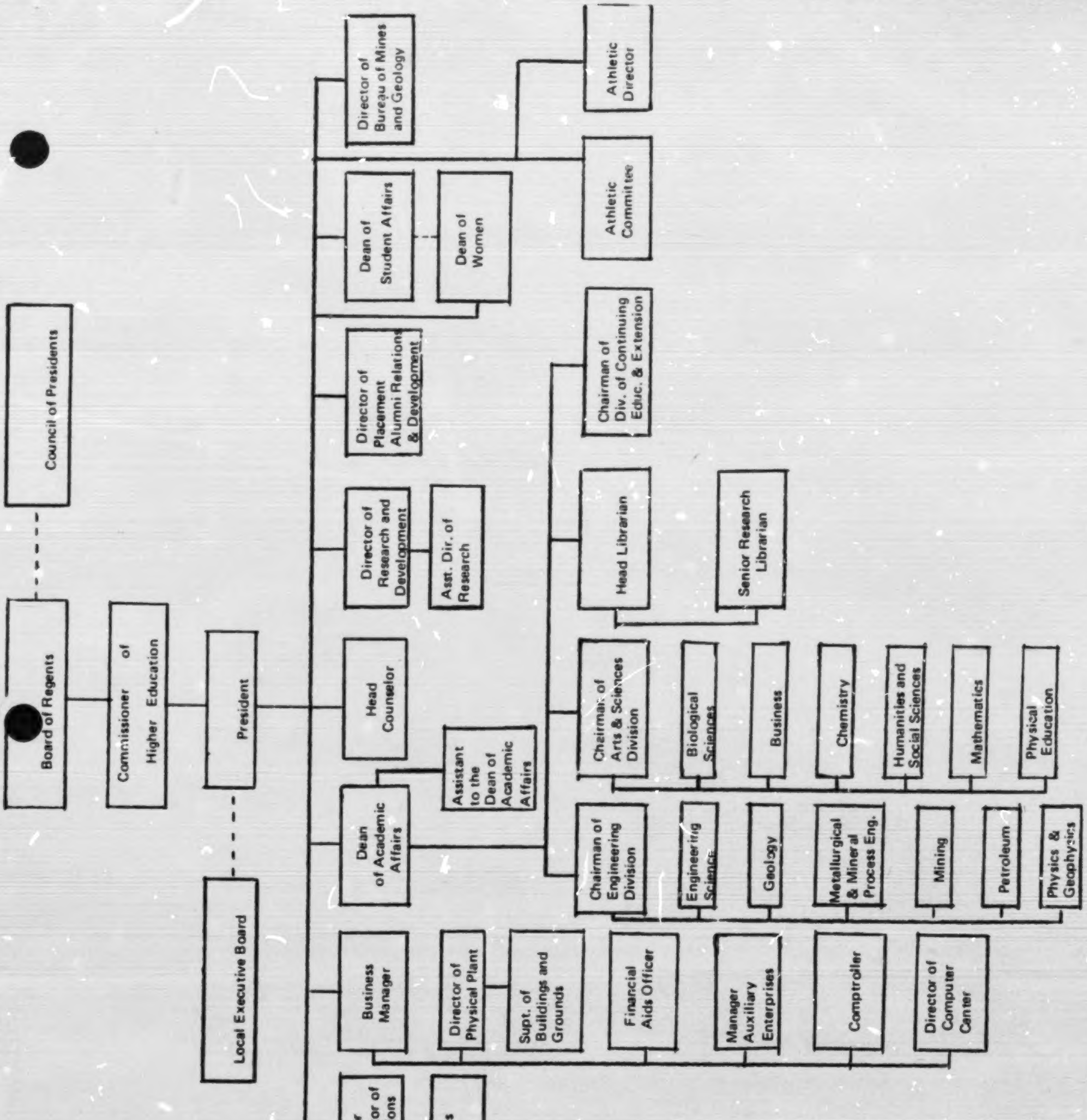
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Board of Regents
Commissioner of Higher Education
President
Local Executive Board
Director of Bureau of Mines and Geology
Athletic Director
Athletic Committee
Dean of Student Affairs
Dean of Women
Director of Placement Alumni Relations & Development
Chairman of Div. of Continuing Educ. & Extension
Director of Research and Development
Asst. Dir. of Research
Head Librarian
Senior Research Librarian
Head Counselor
Chairman of Arts & Sciences Division
Biological Sciences
Business
Chemistry
Humanities and Social Sciences
Mathematics
Physical Education
Dean of Academic Affairs
Assistant to the Dean of Academic Affairs
Chairman of Engineering Division
Engineering Science
Geology
Metallurgical & Mineral Process Eng.
Mining
Petroleum
Physics & Geophysics
Business Manager
Director of Physical Plant
Supt. of Buildings and Grounds
Financial Aids Officer
Manager Auxiliary Enterprises
Comptroller
Director of Computer Center
Registrar and Director of Admissions
Admissions Counselor
Director of Communications
Central Typing Office
Information Service

2/1975

FACULTY AND STAFF HANDBOOK

MONTANA COLLEGE OF MINERAL SCIENCE AND TECHNOLOGY
BUTTE, MONTANA

I. ORGANIZATION AND ADMINISTRATION

101. Montana University System

An act of the Legislative Assembly, March 14, 1913, provided for a University System for the State of Montana. The following units constitute the Montana University System:

Montana State University, Bozeman - Established February 16, 1893
Montana College of Mineral Science and Technology, Butte (formerly Montana School of Mines) - Established February 17, 1893
University of Montana, Missoula - Established February 17, 1893
Western Montana College, Dillon - Established February 23, 1893
Eastern Montana College, Billings, Established March 12, 1925
Northern Montana College, Havre - Established March 8, 1913

102. The Board of Regents of Higher Education

The objectives of the Board of Regents of Higher Education are to supervise, coordinate, manage and control the Montana University System and to supervise and coordinate other public institutions assigned by law. The Board consists of 7 members appointed by the governor and confirmed by the Senate. Appointed members terms is 7 years. Vacancies shall be filled for the remainder of the unfilled term. One of the members shall be a student appointed by the governor who is registered full-time at a unit of higher education under jurisdiction of the Board. The length of the term of the student member shall be not less than one year and not more than four years. The Board meets quarterly on the second Monday of April, July, September, and December.

103. Commissioner of Higher Education

The Commissioner of Higher Education executes and administers the policies, decisions, and rules of the Board of Regents. He exercises control over inter-unit matters, including those pertaining to budgets, curriculum, research and extension activities. The status of the Commissioner shall be considered on a level equal to that of the presidents, except that he shall be regarded as the agent of the Board in securing, through the presidents, the implementation and observance of Board policy. He shall also advise the Board concerning the selection of unit presidents, prepare for the Board a suggested allocation of state appropriations to the units of the University System, sign on behalf of the Board contracts and documents which have been approved or awarded by the Board, prepare and submit to the Board such annual and special reports as required, act as the medium through which all matters shall be presented to the Board, act as the medium for submission by unit presidents of requests for opinions from the Attorney General, act as official representative of the Board and the University System to the Legislature and its committees, act as the medium through which policies of the Board shall be announced, act as coordinating officer for all inter-unit councils and committees, act as state certifying officer for the Western Interstate Commission for Higher Education, and other duties.

104. Council of Presidents

The Council of Presidents, a regularly constituted organization under the authority of the Board of Regents, is composed of 7 members -- the presidents of the six units of the Montana University System and the Commissioner of Higher Education. It shall serve as an advising agency to the Commissioner in administrative, academic and fiscal matters and in planning for the System, as well as in the area of overall coordination between the units of the Montana University System. The Commissioner shall serve as chairman of the Council and call regular meetings at such times and places as to make members of the Council available to the Board at its regularly scheduled meetings. All 6 units of the Montana University System shall be represented at each meeting of the Council. At meetings where the president of a given institution cannot be present, a representative with delegated authority to represent that institution will attend. Such representative, while representing his respective president, shall be considered as a member of the Council with full authority to enter upon deliberations of the Council.

105. State Board of Examiners

The Governor, Secretary of State, and Attorney General constitute a Board of Examiners, which has the power to "let all contracts, issue all bonds for any and all buildings and improvements." All audits on claims are made by the Legislative Audit Committee.

106. Local Executive Board

R.C.M. 1947 (75-8510) provides for a local executive board for each unit of the Montana University System, consisting of 3 members appointed by the Governor with the advice and consent of the Regents. Two of the members must reside in the county where the unit is located. The local board elects a chairman and appoints a secretary. Members hold office for 3 years beginning the third Monday of April of the year appointed. The local board shall meet at least once each quarter and will have immediate direction and control, other than financial, of the affairs of the unit as conferred by the Regents.

107. College Administration

President -- The President is the chief executive officer of the College and of the Montana Bureau of Mines and Geology, a department of the College. The President is responsible to the Board of Regents of Higher Education for the internal administration of the College.

The following quotations from the statutes indicate the powers of the President: "Subject to the supervision of the regents, the President of each of the units of the system shall (1) have the immediate direction, management, and control of the respective units, including instruction, practical affairs, and scientific investigations;

(2) be the President of the general faculty, and of the special faculties of the departments or colleges and the executive head of the unit in all its departments; (3) have the duties of one of the professorships as long as the interests of the unit require it; (4) perform the duties of corresponding secretary for the unit.

Dean of Academic Affairs The Dean of Academic Affairs as Dean of Faculty is responsible to the President for the planning, organization and development of the academic program and related personnel of the College, including the library. He is also responsible and accountable for the budget for those academic areas under his direction and for such other administrative responsibilities as may from time to time be delegated to him by the President.

Division Chairmen -- The Chairman of the Engineering Division and the Chairman of the Arts and Sciences Division assist the Dean of Academic Affairs in the planning and development of the academic program of the College. The Chairman of each academic division works with the department heads in his division in the development, coordination and revision of the academic programs offered by their departments. Divisional Chairmen are also responsible and accountable for budget and overall supervision of academic and staff personnel under their direction.

Chairman of Continuing Education -- Assists the Dean of Academic Affairs in the planning and development of programs relating to continuing education and summer school in collaboration with the divisional chairmen and department heads responsible for the relevant subject areas. The Chairman should also be responsible and accountable for the budget and general supervision of programs in continuing education, summer school and special institutes.

Dean of Student Affairs -- The Dean of Student Affairs is responsible for planning, organization and development of student activity and services programs and all non-academic college and student relations.

Business Manager -- The Business Manager at Montana Tech is the chief financial officer of the institution, (the Treasurer of the non-profit Montana Tech Foundation), and is responsible for the management and administration in the following areas of the college:

1) Accounting and financial reporting
2) Investment management
3) Physical plant operation which includes: custodial services; building maintenance; heating, electrical, plumbing and air conditioner systems; painting; grounds maintenance; campus security; parking and similar services to all departments of the institution.
4) Non-faculty personnel administration
5) Management of Auxiliary Enterprises which include: Bookstore; Student Union Building; food service; dormitory; married student housing.
6) Purchasing
7) Budget preparation and operation
8) Collection of income and disbursement of funds

9) Student financial aid
10) Legal services

There are various professionals in these areas who answer to the Business Manager and who assist him in these various areas.

Registrar and Director of Admissions -- Plans and coordinates activities dealing with registration and admission at the Montana College of Mineral Science and Technology. This includes the maintenance and guardianship of student academic records and the coordination of activities that encourage prospective students to attend Montana Tech.

Director of Communications -- The Director of Communications shall be responsible to the President for the planning, organization and supervision of all information, publicity and audio-visual services, as well as the administration of the Central Typing Office, and he shall be responsible and accountable for all expenditures in these areas.

Director of Research -- The Director of Research will be responsible for promoting research activities among the faculty, with particular reference to research related to the role and scope of the Montana College of Mineral Science and Technology. In particular, he will be responsible for the approval of all proposals involving funded research and for the implementation of the approved guidelines concerning research and consultation activities.

Dean of Women -- Dean of Women is responsible for advising and counselling women students and for developing and coordinating women's activities of all kinds.

Director of Athletics -- The Director of Athletics is responsible to the President for the preparation of the Associated Students of Montana Tech and Intercollegiate budgets and all athletic programs at the College, including the recruitment of athletes and supervision of the athletic scholarship program.

Director of Alumni Relations, Placement & Development -- The purpose of the Office of Alumni Relations is to promote and maintain good relations between the College and individual graduates, as well as with the alumni association, and to encourage a continuing alumni concern for and support of their College. It is the duty of the Placement Office to collect information regarding employment openings for Montana Tech graduates and to facilitate interest between graduates seeking employment and potential employers. The primary purpose of the Office of Development is to identify significant new avenues of financial support of the College and to encourage the continued growth of the existing programs through the support of alumni, student, parents, friends and industry.

Succession in Absence of President -- In order to insure that administrative authority and responsibility are properly allocated in the absence of the President from the campus, the following order of succession applies: Vice-President, Dean of Academic Affairs, Business Manager, Registrar, Chairman of Engineering Division and Chairman of Arts and Sciences Division.

108. Montana Bureau of Mines and Geology
Refer to State Statute RCM 75-8408.

A department designated as "The Montana Bureau of Mines and Geology," which shall be under the direction of the Board of Regents of Higher Education is established at the College.

The Bureau of Mines and Geology shall:

1) Compile and publish statistics relative to Montana geology, mining, milling, and metallurgy.

2) Collect: a) Typical geological and mineral specimens; b) Samples of products; c) Photographs, models, and drawings of appliances used in the mines, mills, and smelters of Montana; d) A library and a bibliography of literature relative to the progress of geology, mining, milling, and smelting in Montana.

3) Study the geological formations of Montana, with special reference to their economic mineral resources, and ground water.

4) Examine the topography and physical features of Montana relative to their bearing upon the occupation of the people.

5) Study the mining, milling, and smelting in Montana relative to their improvement.

6) Publish bulletings and reports of a general and detailed description of the natural resources, geology, mines, mills, and reduction plants of Montana.

7) Make qualitative examinations of rocks and mineral samples.

8) Consider scientific and economic problems the Regents deem valuable to the people of Montana.

9) Communicate special information of Montana geology, mining, and metallurgy.

10) Cooperate with: a) Department of the system; b) The State Mine Inspector; c) Departments of the state; d) The United States Geological Survey; and e) The United States Bureau of Mines.

11) Make examinations of state land regarding their geology and mineral value at the request of the Department of State Lands and Investments.

    a) These services are limited to the time available for such work after all other duties of the Bureau of Mines and Geology are served.
    b) Written reports shall be made.
    c) Travel, food, lodging, and incidental expenses incurred by the examiner shall be paid by the agency requesting the examination upon the presentation of claims in the ordinary form.

12) Deposit all material collected in the state museums or in the

Montana College of Mineral Science and Technology after completed use by the Bureau of Mines and Geology.

13) Distribute duplicates of representative material to the units of the university system to their best educational advantage.

14) Print the regular and special reports, with illustrations and maps, and distribute them on direction of the Regents.

109. Faculty Council

The purpose of the Faculty Council is to foster inter-unit discussion and cooperation on matters of faculty and academic concern; to transmit issues and concerns to the Council of Presidents, via the Commissioner of Higher Education, with Faculty Council recommendations; to transmit issues and concerns to the Board of Regents, via the Commissioner of Higher Education, and advise the Board on curriculum and academic matters, faculty development, etc.; discuss with the Council of Presidents and the Board of Regents concerns of the University System and consider how the faculty of the units may assist; facilitate communication between the University System and the people of Montana; and report Council activities and decisions to the respective faculties of the University System units. The Council shall consist of a 5-member unit committee from each of the University units, elected by the respective faculties. The term of office for members of unit committees shall be two years, two members retiring one year and three the next. No person shall be elected for more than two successive terms. Faculty Council meetings shall be open to all regular members of all faculties of the Montana University System.

II. FACULTY ORGANIZATION AND PROCEDURE

201. Recruiting

Recruiting and negotiations with respect to any specific position shall take place only within approved budget provisions respecting that position or as otherwise specifically authorized by the President and/or Dean of Academic Affairs.

Recruiting is a more or less constant process, carried on by the responsible academic officers with respect to the continuing development of the College and/or department.

202. Campus Interviews

Normally, a candidate for a position at the rank of assistant professor or above will be invited to visit the campus for interview at the expense of the College. Approval of such visits and of expenditures in connection with such visits by candidates must be obtained from the President prior to the visit. When approval for candidates travel is given, the College will make reimbursement on actual cost basis.

203. Rules for Tenure and Termination

(The following is the new policy adopted by the Board of Regents of Higher Education regarding tenure and termination, to become effective July 1, 1975.)

Conditions of Employment

1. Rank and Appointments. Tenurable members of the professional staff of the institution shall be classified and ranked, at the time of appointment or reappointment, as professors, associate professors, assistant professors, and instructors. All full-time appointments to the professional staff in the ranks of professor, associate professor, assistant professor, and instructor are of two kinds: (a) probationary appointments; (b) appointments with continuous tenure.

2. Probationary Appointments. Probationary appointments may be for one year, or for other stated periods, subject to renewal. The total period of full-time service prior to the acquisition of continuous tenure will not exceed seven academic years, including all previous full-time service with the rank of instructor or higher in other four-year institutions of higher learning; provided however, that not more than three years of service at such other institution(s) shall be credited toward the acquisition of continuous tenure status; and further provided that any unit of the Montana University System may require up to four full-time academic years or its equivalent of service at the institution before making an award of continuous tenure.

   Time spent on authorized leave of absence from the institution will not count as probationary period service, unless the member of the professional staff and the appropriate representative of the institution agree to the contrary, in writing, at the time leave is granted. Part-time service, exclusive of graduate teaching assistantships and summer session appointments, may be given proportionate value on a pro rata basis in computing probationary service The member of the professional staff and the appropriate representative of the institution shall agree, in writing, to the value of part-time service at the time of initial appointment.

3. Notice. Regardless of the stated terms or other provisions of any appointment, written notice that a probationary appointment is not to be renewed will be given to the member of the professional staff in advance of the expiration of his or her appointment, as follows: (a) not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination; (b) not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if a second-year appointment terminates during an academic year, at least six months in advance of its termination; (c) at least twelve months before the expiration of an appointment after two or more years of service at the institution. The institution will normally notify members of the professional staff of the terms and conditions of their renewals by April 15 for the coming academic year, but in no case will such notification be provided later than May 1.

4. Non-renewal of Appointment of Non-tenured Faculty. A system of appeal from a non-renewal of contract determination may be developed by any of the separate units of the University System. The resolution of such appeal shall constitute final administrative review of such cases.

5. Continuous Tenure Appointments. The appointment of a member of the professional staff beginning his or her eigth year or its equivalent of full-time service constitutes an award of continuous tenure status. If the institution does not intend to award tenure with the eighth contract, the member of the professional staff must be so informed by June 30 of his or her sixth year of service. The appointment of a member of the professional staff beginning his or her fifth year or its equivalent of full-time service at the institution in the rank of associate professor or of professor constitutes an award of continuous tenure status.

   Once the professional staff member qualifies for and is granted tenure, his professional faculty contract of employment, and his tenure, shall be with the appropriate institution within the Montana University System and not with the Montana University System.

6. Resignations. A member of the professional staff who wishes to resign from the faculty shall normally give notice thirty (30) days after receiving notice of term of appointment for the succeeding academic year, or May 15, whichever is later. The professional staff member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he would otherwise be denied substantial professional advancement or other opportunity.

7. Transfer of Titles. The offices and titles of deans, assistant deans, directors, heads of departments, and chairmen may be transferred by the president of the institution, at his discretion, from one member of the professional staff to another as the interests of the institution may require.

Termination of Appointments:

8. Terminations. Termination of the appointment of a member of the professional staff on continuous tenure, or of a special or probationary appointment before the end of the specified term, may be effected by the institution either for adequate cause, or not for cause as defined below. Terminations will not be employed as a punitive measure or to punish professional staff members for the exercise of their right to academic freedom or constitutionally guaranteed civil rights.

9. Terminations Not for Cause. Terminations not for cause are of two kinds: (a) termination at normal retirement age; and (b) termination under unusual circumstances due to demonstrably bona fide financial exigencies of the institution, or demonstrably bona fide discontinuance of a program or department of instruction.

   (a) Retirement. When a member of the professional staff reaches the age of sixty-five years, his or her appointment to the professional staff of the institution may be terminated at the discretion of the president of the institution after consultation with the appropriate department, division, school or other administrative unit, such termination to be effective at the conclusion of the academic year in which the professional staff member's birthday occurs; provided, however, that notwithstanding the provisions of the professional staff member's contract, such termination may be had if the member's birthday falls on or before August 31 following the close of the academic year; and provided further, that twelve months' notice must be given by the president of the institution of his intention to terminate a member of the professional staff at age sixty-five.

   If the professional staff member is not terminated at age sixty-five, he or she may be issued one-year contracts through the academic year in which the professional staff member reaches his or her seventieth birthday. Each of these one-year contracts shall be subject to an annual review, and the president of the institution may, at his discretion, and after consultation with the appropriate department, division, school or other administrative unit, terminate the professional staff member upon the expiration of the existing one-year contract. Under each one-year contract during this period, the professional staff member must be given at least three months' notice if it is decided that his or her contract will not be renewed for the succeeding year. Retirement from full-time employment is mandatory at the end of the academic year in which the professional staff member reaches his or her seventieth birthday.

   Nothing herein precludes part-time employment of the professional staff member after his or her retirement from full-time service at any age.

   (b) Financial exigency or discontinuance of program or department. In a termination of appointment based upon bona fide financial exigency, or bona fide discontinuance of a program or department of instruction, the dismissal procedures established in Section 10(a) shall apply.

In every case of a termination related to financial exigency or bona fide discontinuance of a program or department of instruction, a member of the professional staff will be given notice of termination as soon as practicable, but in no case less than twelve months' notice. In the event that such notice is not given, the professional staff member shall be entitled to severance salary in a sum equivalent to his most recent annual contract salary.

Before terminating an appointment because of financial exigency or discontinuance of a program or department of instruction, the institution will make every effort to place the affected member of the professional staff in another academic position for which he is qualified in the institution. If an appointment is terminated before the end of the period of appointment because of financial exigency, or bona fide discontinuance of a program or department of instruction, the released professional staff member's position will not be filled by a replacement within a period of two years, unless the released member has been offered reappointment and a reasonable time within which to either accept or decline.

10. Terminations for Cause. Any professional staff member of the institution may be terminated for adequate cause. Adequate cause is defined as: (a) conviction of a felony or a crime involving moral turpitude during the period of employment at the institution or the willful concealment of such crime in making application for employment; (b) failure to carry out the responsibilities of a professional staff member, which failure must be directly and substantially related to the fitness of the professional staff member in his or her professional capacity as a teacher or researcher and (c) fraud or misrepresentation of professional preparation, accomplishments or experience in connection with initial hiring or in the submission of materials for evaluation for promotion, tenure, or salary adjustment purposes. If the termination for cause is based upon a failure to carry out responsibilities of a professional staff member because of unfitness related to medical or psychological reasons, such determination shall be based upon a preponderance of the evidence obtained at a hearing as provided in Section 10.

11. Termination Procedures. The following procedures will be observed in cases of termination not for cause based on financial exigency or discontinuance of a program or department of instruction, when the professional staff member whose termination is proposed so requests, and in all cases of dismissal for adequate cause.

(a) Adjustments and Hearing. If appropriate request is made, the termination of any professional staff member will be preceded by: (1) discussions between the professional staff member and the president of the institution or his designated representative. The matter may be concluded by mutual consent at this point. (2) If the matter is not so concluded, the Faculty Committee on Academic Freedom and Tenure or a similar faculty committee may conduct a formal inquiry and shall prepare a written record. This inquiry shall constitute the only formal hearing in those cases involving terminations not for cause based on financial exigency or discontinuance of a program or department of instruction. If an adjustment is effected in this manner, the matter shall be concluded. If the issue is not settled, the Faculty Committee shall determine whether, in its opinion, further proceedings should be undertaken. This written opinion and the record shall be transmitted to the president of the institution. Such opinion will not be binding upon the president. However, his final decision shall be reviewable as provided in appropriate Board of Regents by-laws. (3) In the case of dismissal for adequate cause, and in the event the foregoing proceedings have not effected an adjustment, the president or his designated representative shall cause to be prepared a formal statement of charges, framed with reasonable particularity, and shall serve the statement of charges upon the professional staff member.

(b) Request for Hearing. Within twenty (20) days of the service upon him of the statement of charges, the professional staff member shall indicate, in writing, whether he desires a formal hearing. If no response is received, it shall be presumed that the professional staff member declines his right to a hearing. Such initial hearing shall be conducted by the committee on Service.

(c) Committee on Service. The Committee on Service will consist of one professional staff member on continuous tenure appointed by the Board of Regents, one professional staff member on continuous tenure appointed by the president of the institution and one professional staff member on continuous tenure elected by the Faculty Senate or similar faculty organization of the institution. The committee members shall serve a twelve-month term, to commence on September 1. Whenever a vacancy occurs, a successor shall be appointed by the appropriate body or individual to fill the unexpired term. A member of the committee will remove himself from the case, either at the request of a party or on his own initiative, if he deems himself disqualified for bias or interest. Any member so disqualified shall be replaced for the purposes of the hearing by a temporary member appointed by the Faculty Senate in the case of the disqualification of a member appointed by that body, or appointed by the president of the institution in the case of the disqualification of a member appointed by the Board of Regents or the president. Each party to a hearing will have one peremptory challenge.

The Committee will serve notice of hearing upon the professional staff member whose dismissal is proposed at least twenty (20) days prior to its scheduled date. If the professional staff member whose removal for cause is proposed desires a hearing, he shall file his written response to the charges with the Committee at least five (5) days prior to the scheduled hearing date.

If the professional staff member does not respond to either the written statement of charges or the notice of hearing, the Committee shall consider whether the stated grounds as suggested by the available evidence are adequate for dismissal. If the Committee finds that the stated grounds constitute adequate cause, it may conclude without further inquiry that dismissal would be proper.

The Committee, in consultation with the president of the institution and the affected professional staff member will exercise its judgment as to whether the hearing should be public. However, the professional staff member's request that the hearings be private shall be binding on the Committee.

During the hearing the professional staff member shall be entitled to have an academic advisor and counsel of his choice.

At the request of either party or the Committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.

A verbatim record of the hearing will be taken and copies will be made available to the professional staff member, without cost to him, at his request.

The burden of proof in a dismissal for cause shall rest upon the institution, and that burden shall be satisfied only by a preponderance of the evidence in the record considered as a whole.

The Committee will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

12. Suspension. Until a final administrative determination has been reached, the professional staff member may be suspended, or assigned to other duties in leiu of suspension, at the discretion of the president of the institution. Before suspending a professional staff member pending final review, the president will consult with the Faculty Committee on Academic Freedom and Tenure. Suspension is appropriate only pending final administrative review, and only when immediate harm to the professional staff member or others is threatened by his continuance. Salary will continue during the period of suspension.

13. Disclaimer. No provision contained in these rules and regulations is intended to constitute a surrender or diminution of any of the powers or prerogatives enjoyed by the Board of Regents of Higher Education under the Constitution and laws of Montana, nor shall these rules or the terms of any employee's contract in any way constitute an abrogation of or restriction on the management rights of the Board of Regents of Higher Education and its designated representatives under applicable collective bargaining agreements duly bargained with appropriate faculty representatives.

NOTE: Copy of professional employment contract may be seen in the Appendix Section.

2/1975

204. Promotion Procedures

1. Evaluation of faculty members at Montana College of Mineral Science and Technology is a continuing process. The performance of each faculty member is evaluated annually by Department Heads, Divisional Chairmen and by the Dean of Academic Affairs at the time budgets are prepared to determine his status for the next succeeding year with respect to retention, salary, promotion, and tenure.

2. Within budgetary limitations with respect to distribution of faculty within ranks, promotions in salary, rank, and tenure are based on critical judgement of the following criteria. Weights specifically assigned thereto may differ depending upon an individual's duties and particular skills:

   a) Ability to teach effectively
   b) Ability to conduct research effectively
   c) Ability to keep up-to-date and to translate and disseminate knowledge in his professional field
   d) Ability to stimulate individuals to high scholarly attainment and to develop leaders
   e) Professional experience, status, educational qualifications, and scholarly reputation
   f) Potential growth and productivity
   g) Capacity for cooperation
   h) Progress toward terminal degrees by those not holding such degrees
   i) Contributions other than as a teacher and research scholar to the college, community, and Montana.

   Time in rank is also considered. Normally, instructors will serve a minimum of three years before being considered for advancement. For assistant professors, five years. and for associate professors, eight years will be considered as the normal minimums. Time and seniority are not to be construed as the only criteria for advancement of each fiscal year.

3. Each year department heads are requested to review their departmental personnel and to present their recommendations through Division Chairmen to the Salary and Promotion Committee, for study, recommendation, and transmittal to the Dean of Academic Affairs and the President. The President will base his final approval on these recommendations and a study of results of evaluations by immediate supervisors and students.

205. Academic Freedom

The State Board of Education, ex-officio Regents of the Montana University System, in a statement dated March 13, 1963, endorsed the following portion of the 1940 Statement of Principles on Academic Freedom and Tenure, originally formulated by the American Association of University Professors and subsequently endorsed by many professional organizations:

"The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

"The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

"The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institution spokesman."

206. Faculty Code of Conduct

(The following was adopted by the Faculty on February 9, 1972.)

"The college is an institution devoted to the pursuit of learning in the broadest sense. Its public responsibilities include the transmission of learning, the creation of knowledge, and the performance of services in related endeavors. Traditionally, colleges have served not only as transmitters of learning and repositories of knowledge, but also as institutions for the development of that innovation and criticism without which civilization cannot progress. In the fulfillment of these traditional obligations, the college and its members are occasionally put in a position of apparent conflict among themselves and with society. It is sometimes inevitable that new knowledge should find itself at odds with the old. Experimentation with new ideas and criticism of society are the inevitable and desirable result of a properly functioning college.

"These conflicts between the college and the community, and within the college itself, must not be allowed to interfere with the effective operation of the college. It is essential that the membership of the college be guaranteed freedom of expression, inquiry, association, criticism, and dissent without fear of reprisal, bodily harm, or physical disorder. The responsibility of maintaining academic freedom is shared by the college and in the persons of its students, its faculty, its administrators, and its regents, and by society.

"The members of the college community reaffirm that they have all the ordinary rights and obligations of citizens, and that they enjoy no special privilege or immunity as members of the community at large. The college is governed by regulations designed to safeguard its functions, and membership in the academic community entails a special obligation to support the institution's general purposes.

"The faculty of the college recognizes that the possession of academic freedom imposes upon its members a special obligation to exercise that freedom through the practice of open and honest intellectual inquiry and expression.

"To assure the maintenance of conditions under which the college may successfully operate, we subscribe to the following Faculty Code of Conduct:

1. Members of the college faculty, whatever their rank and assigned duties, are expected to nurture, protect, and exercise academic freedom.

2. The privilege of the classroom must not be abused through neglect, exploitation or intellectual dishonesty.

3. As a teacher, the faculty member must adhere to his proper role as intellectual guide and counselor and respect the confidential nature of the relationship between professor and student.

4. The use of threat of physical violence by faculty members constitutes behavior inconsistent with the integrity and continuity of the college.

5. Acts of discrimination for reasons of age, race, sex, religion, economic status, or national or tribal origin, are considered unsuitable behavior.

6. Implementations of these principles will be conducted by members of the Faculty Service Committee augmented with a representative from the Faculty Senate."

207. Communications to Board of Regents of Higher Education

Article VIII of the By-Laws of the Board of Regents reads as follows: "A person dissatisfied with a decision of a president of an institution under the control of the Board may, after exhausting all administrative remedies available to him within the institution, appeal that decision to the commissioner. All appeals to the commissioner shall be in writing and shall state the decision being appealed and redress desired. The commissioner may, consonant with board policies, modify, reverse, or concur in the decision of the president or he may present the appeal to the board for its consideration. A person may appeal a decision of the commissioner under this Article to the board. The decision of the board modifying, reversing, concurring, or refusing to hear the appeal is the final administrative determination."

208. The Faculty

The faculty includes the President, Deans, all administrative and library officers holding academic rank, and all full-time teaching staff with academic rank. All faculty employed on a full-time basis (10-12 month contract) shall be eligible to vote at any faculty meetings. The faculty possesses those prerogatives pertaining to the prescription of the curriculum, the granting of degrees, and other related matters which it exercises subject to the reserved power of control exercised by the State Board of Regents of Higher Education and the President.

209. Faculty Committees

To formulate and execute policy, a number of standing committees are appointed on a yearly basis. Appointments to committee membership ordinarily are made from among the teaching staff, but when deemed desirable may include administrative, library, research and general staff.

For purposes of liaison the Faculty Senate Committee will select one representative to serve on specific faculty committees. One such representative may be assigned as a regular member to any committee on which the Faculty Senate wishes to be directly represented.

The standing committees are as follows:

1. Academic Freedom and Tenure
   Considers appeals by faculty on appointments regarding possible violations of academic freedom and tenure in non-reappointment matters. If the committee does not resolve the matter by informal methods, it will decide whether or not evidence submitted warrants a formal proceeding by the Faculty Service Committee. Committee consists of 3 members elected by the faculty for 3-year terms.

2. Admissions and Advanced Standing
   Examines entrance credentials from high schools and colleges, determines eligibility of applicants for admission, accepts credits from other colleges, classifies transfer students, and rules on questions of residence.

3. Associated Students Faculty Advisory Committee
   Counsels and advises the Executive Committee of the ASMT in all matters relating to student government; this includes, but is not necessarily limited to budget, extra-curricular student activities, athletics, social events, and special days; chairman also serves as the faculty advisory officer of the ASMT according to Article III, Section 1 of the ASMT Constitution; chairman also serves as advisory member on the Judiciary Council according to Article IV, Section 2, Clause (A) of the ASMT Constitution.

4. Athletic Committee
   Develops intercollegiate athletic policy and reviews and approves student grants-in-aid funds used for athletic scholarships.

5. Audio-Visual Aids
   Studies developments and advises departments on the advantages and applications of such developments and new equipment; acts as custodian of audio-visual equipment not the property of specific departments, advises on operation and use of such equipment; procures and maintains audio-visual equipment for general College use.

6. Bookstore Board
   Serves in liaison and advisory capacity to bookstore personnel in formulation of operating policies, assists the manager with operational problems, and advises on matters concerning College-Bookstore cooperation or liaison.

7. Budget Committee
Deals with overall budgeting problems and assists in the formulation of budgets. Consists of 8 members, one of whom must be a woman, and includes 3 faculty members elected by the faculty upon recommendation of the Faculty Senate, 1 member each from Administration, Business Office, Research, Clerical Staff, and Physical Plant Staff.

8. College Relations
Works to increase registration at the College by recruiting candidates for admission, representing the institution at high school visitations, and meeting with high school representatives and representatives of the High School Administrators' Association to consider problems relating to high school-college relations.

9. Computer Committee
Advises the President on the operation of the Computer Center, establishes priorites of work, recommends management relations of the Computer Center, and recommends equipment and cost accounting for the Center.

10. Continuing Education and Extension
Implements development of continuing education and extension programs; functions independently but cooperatively with other divisions and administration of the College in establishing policy and preparing programs. The Dean of Academic Affairs is an ex-officio member of this committee.

11. Dean's Committee
Acts upon all student petitions relative to academic matters; studies all academic aspects of the institution, including all courses and curricula; receives and appraises requests from department heads for changes in courses and curricula; compares our courses and curricula with current studies of engineering education, with ECPD recommendations and standards, and with industrial and technological trends; makes recommendations to the faculty of these matters.

12. Disciplinary Committee
Considers violations of institutional rules and regulations governing students, and takes disciplinary action as deemed advisable.

13. Facilities Planning and Safety
Conducts, on a continuing basis, institutional studies associated with buildings and their utilization, need for new buildings, student enrollment, course utilization, class size, faculty utilization, physical plant inventory, manual of accounts and related information, and prepares reports for submission to the Board of Regents of Higher Education and the State Legislature. Makes sure the College complies with all State and Federal regulations to improve safety performance; to prevent accidents, injuries, and damages. both personal and material; and other duties as prescribed. Includes not only machinery, laboratory equipment, buildings, but also automotive, bicycle, and pedestrian traffic, in all kinds of environments. Considers external appearances and housekeeping in some detail. Makes recommendations to the administration and staff for compliance.

14. Faculty Senate
Promotes the stable growth and continued improvement of higher education at Montana Tech and in the State of Montana, facilitates communication and cooperation among administrative and faculty personnel, and insures the continued development of our educational programs and policies. Members are elected by the faculty in May of each academic year.

15. Faculty Service
Assures proper professional tenure of administrative officers and members of instructional and scientific staffs, and promotes efficient service to the institution. At the direction of the president of the College, or upon the request of any staff member whose removal is proposed, or who is under suspension, inquires into the case and submits a report of its findings to said president and to the staff member involved. The president transmits a copy of such report for the consideration of the Board of Regents of Higher Education. Consists of 3 faculty members on permanent tenure, one selected by the Chairman of the Board of Regents of Higher Education, one elected by the faculty, and one appointed by the president.

16. Interdisciplinary Committee on Environmental Engineering
Develops, supervises, and administers the Environmental Engineering degree program.

17. Library Committee
Studies library equipment, collections, and needs; reviews use of library, makes recommendations as appropriate.

18. Orientation and Counseling
Cooperates with student representatives in arranging for orientation programs, conducts testing and counseling program for freshmen and sophomores, and makes recommendations for orientation and counseling programs.

19. Personnel
Implements the University-wide personnel system and resolves problems concerning classifications, wage rates student employment, etc.

20. Placement
Assists graduating seniors and alumni to find suitable employment, schedules visits of personnel officers and arranges student interviews; arranges part-time employment.

21. Public Events
Plans, coordinates, and implements arrangements for visiting speakers, convocations, commencements, and other public events under College auspices.

22. Residency Review
Reviews and determines the residency status of new incoming students where difficulties might arise. Reviews and acts upon petitions submitted by new and returning students for change in residency status.

23. Salary and Promotion
Reviews and recommends to the President salary adjustments and promotions for the instructional faculty and professional Bureau personnel and communicates to department heads the reasons for adjustments.

24. Scholarship and Financial Aids
Considers eligible candidates and announces recipients of scholarship and awards which are controlled by the College; notifies scholarship winners; and keeps records of scholarship recipients.

25. Sponsored Research in Science and Engineering
Aids faculty interested in research in seeking opportunities for financial support; assists faculty members in proposal preparation and processing; aids in the determination of costs for use of College facilities for private consulting activities; assists in publication of research results; recommends amendments and revisions to the sponsored research and consulting policy.

26. Student Publications
Monitors the performance and sets and enforces applicable standards of student-supported publications, including the student newspaper (Amplifier) and the yearbook (Magma) and any other student-supported publications as they may emerge. Composed of 3 faculty members and 5 students.

27. Student Union Advisory
Consults, advises, and maintains liaison with the President of the College, the Director of Auxiliary Enterprises, faculty and students, concerning the operations, maintenance, and management of the facilities and programs in the Student Union Building. The committee shall meet at least once each semester and thereafter as deemed necessary.

28. Traffic
Serves primarily as appeals committee; reviews and recommends changes to the Vehicle and Parking Regulations. Membership is to consist of 2 faculty members, 2 staff members, and 3 students.

210. Patent Policy

(Refer to the Sponsored Research Handbook)

211. Research and Consulting

(Refer to the Sponsored Research Handbook)

212. Federal Fund Applications

All applications for federal funds, such as grants-in-aid, demonstration and research grants, training grants, applications for categorical aid, or any other federal aid are to be approved by the Office of the President.

III. ACADEMIC POLICIES

The current catalog includes policies and procedures in academic matters. Each faculty member is required to become familiar with the catalog. Faculty members who have been assigned the responsibility of advising and counseling students will find the catalog invaluable. In addition, the following are applicable:

301. Academic Procedures

A. Examinations

1) Challenge Examination - The intent of the challenge examination is to give the student the opportunity to earn college credits and grade points without formal enrollment in courses. If, on his own initiative and his own time, a student has completed the work in a college course of instruction, he may, by agreement with his adviser and with the approval of the instructor and department, take a comprehensive examination in the subject matter of the course. Performance in the examination will become the basis for a grade in the course and the results will be recorded with the Registrar. Official permission forms should be secured in advance from the Registrar. Only full-time students registered in a regular curriculum may request a challenge examination. Students who have enrolled in a course and received a grade other than a "W" or who have taken the course for zero credit may not challenge that course. The department concerned will decide whether the college course may be challenged on the basis of CLEP performance. (See Paragraph 301. A. 2. below)

2) CLEP - The faculty has approved certain CLEP (College Level Examination Program) subject examinations. Students completing the examinations, with the minimum accepted score, will be given transfer credit for the equivalent course. Further information may be secured from the Registrar.

3) Final Examinations - Final examinations are conducted in all courses at the end of the semester unless the nature of the course requires a change in procedure. The examinations are given in the classrooms and at the times specified in the examination schedule.

   No final examinations will be given at any time or place other than that specified by the Dean of Academic Affairs without explicit prior permission of the Dean.

4) Absence - If a student is absent from a final examination without offering an acceptable excuse to the instructor, the student may receive an "F" in the course.

B. Change of Grade

An instructor who for justifiable reason has occasion to change the grade of a student may do so within thirty days of the beginning of the semester following the one in which the grade was given.

The instructor completes a form provided by the Registrar's office and the signatures of only the instructor and the Registrar are required.

If more than thirty days have elapsed, the instructor must ask the general faculty at one of its meetings for permission to change the grade with explanation satisfactory to the general faculty. The resulting action is recorded in the faculty minutes and no further instructor action is necessary.

C. Grade of Incomplete

This grade may be given by an instructor to a student whose course work at the end of the semester is satisfactory but which, for a legitimate reason, is lacking in quantity.

The grade of "I" must be removed no later than the end of the next semester of attendance. The Registrar determines for each semester the date by which the "I" must be removed. If this deadline is not met, the student will receive an "F" in the course.

It is the student's responsibility to make arrangements with the instructor to remove the "I".

The instructor returns the form with the necessary information to the Registrar's office.

D. Withdrawl

1) From College - No refunds are available after the first 15 days of classes. A student may withdraw officially from the college at any time during a semester prior to the final withdrawl date, which will be designated by the Registrar, after which date withdrawl will not be permitted. To withdraw the student will visit the Registrar's office to indicate his intent. He will then be issued a card upon which he will obtain clearances from his adviser, the Dean of Academic Affairs, the Business Office, Library, Bookstore, the Physical Education Department, the Registrar, and, if necessary, the appropriate laboratory instructors.

   After the student returns the card to the Registrar's office, an individual card will be sent to each of his instructors requesting a grade of either "F" or "W".

2) From a Course - If the withdrawl occurs before the first nine weeks of each semester, the student is given a "W". After nine weeks, he is given an "F" or "W" depending upon his status in the course. The Registrar will indicate the time (usually ten days before examinations begin) after which it is no longer possible to drop a course. When a student withdraws from a course, the course card should be retained by the instructor until the cards are returned at the end of the semester to the Registrar.

E. Credit Hours - Any student who desires to take more than 19 credit hours (includes correspondence courses) will be permitted to do so only if the grade point average is acceptable and when exceptional circumstances pertain, and then only upon successful petition to the Dean of Academic Affairs.

302. Financial Aid

Montana Tech participates in the following federal financial aid programs:

National Defense Student Loan Program
College Work Study Program
Economic Opportunity Grants
Guaranteed Bank Loans

The financial aid officer is responsible for all of the above programs in addition to handling the college loan program administered by the college. All financial aid applicants are required to submit a Montana Application for Financnail Aid and a Parent's Confidential Statement or a Student's Financial Statement.

The financial aid officer also disburses scholarship application forms and the Scholarship and Financial Aid Committee is responsible for the awarding of all scholarships. The financial aid officer puts out a detailed information sheet on all financial aid. For further information, please contact the financial aid office.

303. Employees Enrolling in Academic Courses

Regular full-time employees, academic and non-academic, may enroll for academic courses not to exceed six (6) credits in a semester at a reduced fee.

Permission to enroll for academic courses must be obtained from the Department Head (or immediate supervisor) and from the Dean of Academic Affairs and must be approved by the President of the College. Forms requesting permission to enroll in academic courses may be obtained from the office of the Dean of Academic Affairs. (See Form in Appendix Section.)

304. Procedures for New and Modified Degree Programs

Curriculum proposals are submitted to the Board of Regents via the Commissioner of Higher Education. New postsecondary educational programs are all proposals for new schools or colleges, all series of courses arranged in a scope or sequence leading to a certificate or degree which has not been offered in the institution or appeared in the catalog within the previous two years. Curriculum items shall be submitted to the Board of Regents of Higher Education twice each year, at the first meeting of the year and at the July meeting. Items submitted at the first meeting of the year will be considered by the Board prior to July 1 and items submitted at the July meeting will be considered prior to January 1.

Changes in course names, course coverage and credit hours need not be submitted to the Regents for approval. Dropping of courses and adding of new courses within an approved degree curriculum may be done within the framework of the degree offering without approval of the Regents. Curricular revisions should be limited to biennial catalog periods.

305. Faculty Records

A central file of faculty and staff records will be maintained under the President's direction. These records consist of documents associated with the original appointments and subsequent service at the institution. These files are maintained under appropriate security procedures.

306. Student Records

The Registrar is responsible for the care of student records. The Montana College of Mineral Science and Technology will release upon request, the name, campus and home address, campus and home telephone, class in school, degree type and date, dates of attendance, class schedule, names on honor rolls, and other information regarding the student considered public information. The College will not release other information considered academic in nature, without the written permission of the student or unless subpoenaed by a court or tribunal of competent jurisdiction.

307. Faculty Program Cards

Each member of the teaching faculty will complete a set of class program cards which will be supplied by and should be returned to the President's office.

308. Faculty Service Record

At the beginning of each semester, each member of the teaching faculty is required to submit to the Dean of Academic Affairs a completed form showing courses and sections being taught, as well as the number of students for each course, class contact hours of lecture and lab and other pertinent information.

309. Assignment of Space

Space, with the exception of the Student Union Building and Dormitory, will be allotted or assigned by the office of the Dean of Academic Affairs. This includes offices, classrooms, laboratories, etc.

Space used for administrative and physical plant functions will be allotted or assigned by the President of the College.

Space in the Student Union Building will be assigned through the office of the Director of Auxiliary Enterprises.

310. Work Year

In order to comply with various state statutes and policies developed from these statutes, the "work year" for the 9-month academic year will be from the middle of September through the middle of June. All faculty members are expected to comply with the work year. Department heads will administer this policy.

Requests for exceptions should be transmitted on "Application for Leave" forms for review and approval of the Dean of Academic Affairs and final approval by the President. To compensate for early leave, faculty members will report on campus prior to the middle of September on an even-time, trade-off basis.

311. Office Hours

Each faculty member should post a notice on his office door indicating his regular office hours. Office hours should be chosen with a view toward convenience of students and colleagues. In addition, faculty members should make as much time as possible available to their students for counseling and assistance.

312. Change of Residence

The Business Office and the President's Office should be informed immediately of change of address or home telephone number.

313. Change of Marital Status or Dependents

The Business Office should be informed immediately of changes in marital status or change in number of dependents.

IV. TRAVEL

401. State Travel Regulations

1. State Motor Pool

(a) The State Motor Pool has returned the motor vehicles to College custody, but will continue to establish the rules and regulations for maintenance and operation (R.C.M. 1947, as amended by the 1974 Legislative Assembly). Pending receipt of new regulations, the College motor pool will operate in accordance with applicable portions of the old regulations and the rules set forth below:

The Bureau of Mines and Geology will continue to handle dispatching and will maintain operating and service records. The Director of the Bureau has the authority and will be responsible for the operation of the motor pool. Dispatching will be handled for the time being by the receptionist in the Bureau office.

Charges for vehicle use will be made to the various departments through the Business Manager. Charges will be the same as previously established by the State Motor Pool. It is hoped that a vehicle replacement fund can be established.

Four-wheel drive vehicles are not normally available for normal highway transportation.

(b) A revised trip form will be supplied by the Bureau and will be attached to the clipboard, along with vehicle keys, credit card, copy of the old Rules and Regulations, and accident forms. The person signed out with the vehicle is responsible for completion of the form and the turning in of all credit charge slips. Bills or invoices for servicing charges are necessary and shall also be turned in with the completed trip form on the clipboard.

Persons taking official trips in their private cars can legally be compensated at the rate of 9¢/mile, unless the Personal Vehicle Use Authorization Form is signed by the Director or his designate. This form attests that a state vehicle was not available and allows compensation of 12¢/mile. In order to receive the 12¢/mile, arrangements should be made in advance of the trip.

Operators should return the vehicle in as good or better condition than it was when received. Gas tank MUST be filled before vehicle is turned in.

Operators are required to check oil and coolant levels before leaving on trips. The service interval will be determined by the Bureau for each vehicle and will be indicated on the trip form.

In case of an accident, check Section XV of the old regulations on the clipboard. Part F is modified--call the State

Insurance Section, Department of Administration, Helena (449-3104). Several copies of the accident reporting form (no. 141) will be placed in the old regulations book.

(c) Rules and Regulations of the Highway Department Pertaining to State Vehicles are set forth as follows:

Persons Authorized to Operate State Motor Pool Vehicles. Any person employed by the State of Montana shall be eligible to operate a State Motor Pool vehicle provided that he or she has a valid Montana driver's license of the type required for the vehicle to be operated. The person to whom the vehicle is issued will be held responsible for the vehicle even though he may authorize or permit another state employee to operate the vehicle for him.

Persons Authorized as Passengers. Any person may be a passenger in a State Motor Pool vehicle driven by an authorized operator so long as carriage of that person is in the conduct of the business of the State of Montana.

Family members and other relatives are specifically prohibited as passengers in State Motor Pool vehicles unless their carriage is strictly qualified as necessary in the conduct of the business of the State of Montana.

No operator of any State Motor Pool vehicle shall pick up or offer transportation to any person not qualified as being in the conduct of the business of the State of Montana, except in an extreme emergency where the life or health of any person may be reasonably protected by such action.

No animal of any type shall be carried in any State Motor Pool vehicle which is not specifically equipped or designed or intended for the carriage of such animal in the interest of the State of Montana.

Purposes for Which Vehicles May be Used
State Motor Pool vehicles may be used for State business only and only for purposes for which the vehicle was designed or intended.

The standard of "state business only" does not preclude stops enroute for meals or to obtain passengers, equipment or personal effects necessary to accomplish the business for which use of the vehicle was obtained. The standard does preclude combining business with pleasure as far as use of the vehicle is concerned. Matters of purely personal as opposed to business interests may be attended to while on a business trip so long as such activity does not involve putting additional mileage on the vehicle or delay the return of the vehicle to its assigned headquarters.

State Statutes and State Motor Pool Regulations
The operator of a State Motor Pool vehicle must comply with all state statutes governing the use and operation of a

motor vehicle and in addition must comply with all rules and regulations established by the Montana State Highway Commission for the operation of State Motor Pool vehicles.

All applicable legal speed limits must be complied with and under no circumstances is the maximum speed posted in each vehicle to be exceeded.

The Montana Highway Patrol, Montana Highway Department Safety Division and State Motor Pool personnel will monitor the speed of all State Motor Pool vehicles for compliance with speed limits.

The operator of a State Motor Pool vehicle will be responsible for all fines or other penalities resulting from the illegal or improper operation of the vehicle.

2. Private Vehicles
Section 59-801, Revised Codes of Montana, 1947, as amended by the Fortieth Legislature, provides pay for mileage when using private automobiles for State travel. However, State vehicles should be used when available rather than private cards.

3. Common Carriers
Tickets for travel by means of common carrier may be purchased on State Voucher forms which may be obtained from the office of the Business Manager.

4. Travel Advances
Requests for travel advances should be made to the Business Office on approved forms.

5. Reimbursement for Travel Expenses
Claims should be filed with the Business Office on the standard form immediately after the trip. The amount of the claim must not exceed the amount specified in the travel authorization, a copy of which should accompany the travel claim for payment. Per diem and miscellaneous expenses must be listed by days, not one amount for the entire trip. Receipts for all expenditures, except those for subsistence and small incidental items, must be attached to the claim.

6. Computation of Per Diem Allowance
In computing the per diem in lieu of subsistence for continuous travel of more than twenty-four (24) hours, the calendar day, midnight to midnight, shall be the unit, and for fractional parts of a day at the commencement or ending of such continuous travel, constituting a travel period, one-fourth (1/4) of the rate for a calendar day shall be allowed for each period of six (6) hours or fraction thereof. When a change in the per diem rate is made during a day, the rate of per diem in effect at the beginning of the quarter in which the change occurs shall continue to the end of such quarter. Except as herein provided, for continuous travel of twenty-four (24) hours or less, constituting a travel period, such period shall be regarded as commencing with the beginning of the travel and ending with the completion thereof, and for each six (6) hour portion of the period or fraction thereof one-fourth (1/4) of the rate for a calendar day shall be allowed. (R.C.M., 1947, Section 59-539)

Per Diem is provided at the rate of $16.00 per day for travel within the State of Montana and $25.00 per day for travel outside the State of Montana. For persons in state service regularly assigned to an 8:00 A.M. to 5:00 P.M. work period, the only per diem allowance shall be an amount not to exceed $2.00 per day for monies actually expended for mid-day meals when the departure is at or after 7:00 A.M. and the return on the same day is at or prior to 6:00 P.M.

7. Requests for Travel Approval
Requests for approval of all travel should be submitted to the office of the President prior to commitment of funds and performance of travel. Justification of travel is to be placed in the appropriate space. Necessary forms may be obtained at the President's office as needed.

V. GENERAL EMPLOYMENT PRACTICES

(This section is divided into three divisions. Division 501. refers only to Administrative and Academic Personnel. Division 502. refers only to non-administrative, non-academic staff. Division 503. continues provisions applicable to both Administrative and Academic Personnel and also to Non-Academic Staff.)

501. Procedures Applying to Administrative and Academic Personnel Only

(Please see general procedures under 503.)

1. Sabbatical and Educational Leave

Item 204-001, Leave Policy, Montana University System is reproduced below.

"It shall be the policy of the State Board of Education, ex-officio Regents of the Montana University System, to establish provisions for 'Faculty Sabbatical Leave,' 'Administrative Personnel Leave,' 'Supervisory Personnel Leave,' 'Educational Leave,' and 'Leave of Absence' for Montana. No leave herein mentioned shall be deemed earned leave time, or become a vested right or interest, nor shall this leave policy be, or become an implied provision of any contract; and the right shall remain vested in the State Board of Education, ex-officio Regents to amend, alter, rescind or abolish said leave policy at any time.

"Internal unit procedures for implementing this policy shall be developed and approved by the Council of Presidents and shall generally be consistent throughout the Montana University System. This procedure shall be reported to the Montana State Board of Education, ex-officio Regents of the Montana University System, and the report will be filed and kept as a current report in the office of the Executive Secretary of the Montana University System.

I. Faculty Sabbatical Leave

Any member of the academic faculty within the University whose service totals seven (7) or more years shall be considered eligible to apply for sabbatical leave. The granting of such leaves shall be guided by criteria listed in the appropriate section under 'Rules and Definitions.'

II. Administrative Personnel Leave

Presidents of Montana University Units, Vice-Presidents, Deans, Director of Schools, Chairmen of Departments, and other academic administrative personnel may be eligible to apply for 'Administrative Personnel Leave.' Consideration for such leave shall be based on the criteria listed in the appropriate sections under 'Rules and Definitions.'

III. Supervisory Personnel Leave

Supervisory personnel in positions not directly related to academic administration may be eligible to apply for 'Supervisory Personnel Leave.' Consideration for such leave shall be based on criteria listed in the appropriate sections under 'Rules and Definitions.'

IV. Educational Leave

Faculty members not in possession of terminal degrees or terminal qualifications may be eligible for 'Educational Leave.' Consideration for such leave shall be based on criteria listed in appropriate sections under 'Rules and Definitions.'

V. Leave of Absence

Faculty, administrators, and supervisory personnel may be eligible to apply for 'Leave of Absence' without pay. Consideration for such leaves shall be based on criteria listed in the appropriate sections under "Rules and Definitions.'

RULES AND DEFINTIONS

1. All applicants for leave shall be submitted to the Presidents of individual university units of the Montana University System, or if applicable, the Montana University System, allowing sufficient time for evaluation and approval prior to the beginning of the leave.

2. All leaves shall be subject to budget limitations that may exist at any university unit at any time.

3. Personnel under twelve-month, eight-quarter contract leave policies shall not be eligible to apply for leave described in Sections I through IV.

4. Faculty Sabbatical Leave
(See application form at end of Handbook)

In accordance with the leave policy of the Montana University System, as approved by the State Board of Education ex-officio Regents of the Montana University System, on November 27, 1967, the following procedures for implementing sabbatical leave are established.

1) Criteria for eligibility for sabbatical leave

Any member of the academic faculty of Montana College of Mineral Science and Technology whose services total seven or more years shall be considered eligible to apply for sabbatical leave. A faculty member who wishes to apply for sabbatical leave shall make application through the normal administrative channels. The application will be forwarded to the Dean of Academic Affairs who will convene a meeting of the Dean's Committee who will decide the order in which applicants will be recommended to the President.

In considering applications, the Dean's Committee will be guided by the following criteria:

a) Service which is primarily teaching or research;
b) Academic rank;
c) Total length of service at Montana College of Mineral Science and Technology;
d) The type and quality of the proposed program;
e) Availability of budgeted funds to finance the proposed leave program.

Satisfactory programs or projects for sabbatical periods include research, travel, related work in other institutions or private or business organization; or other activities which the President of the unit with the concurrence of the State Board of Education, ex-officio Regents of the Montana University System, agree will improve the staff member professionally, or which directly or indirectly benefit the institution and the State.

2) Salary Conditions

All sabbatical leave shall be for a period of not less than one academic semester or more than an academic year. The salary paid during the leave shall not exceed two-thirds of the academic year contract amount established for the individual at the time the leave is approved. Payments during the period shall be received in equal monthly installments.

Recipients of sabbatical leave from Montana College of Mineral Science and Technology may avail themselves of fellowships, assistantships, or other sources of limited income; however, this policy shall not permit full-time employment for any person while on sabbatical leave and receiving payments from Montana College of Mineral Science and Technology.

Any faculty member receiving a sabbatical leave will be expected to return to the College for at least one academic year or to repay money received from the College while on leave.

STEPS TO BE TAKEN IN REQUESTING SABBATICAL LEAVE

a) Formulate a program of work or study or other activity to be followed during the time of leave.

b) Submit the request for leave and the proposed program to the appropriate Department Head for transmission to the Dean of Academic Affairs. The request and program must be in writing with the exact time to be covered by the leave specified.

c) The approved request must be submitted by the Dean of Academic Affairs to the members of the Dean's Committee not later than December 31, preceding the academic year from which the leave is made.

5. Administrative Personnel Leave

A. All leaves for presidents of Montana University units, vice-presidents, deans, directors of schools, chairmen of departments and other academic administrative personnel, and conditions for such leave must be approved by the State Board of Education, ex-officio Regents of the Montana University System.

B. Requests for such leave must show value to the respective unit of the University System and cause no impairment of

University unit program because of the applicant's absence.

C. Satisfactory programs or projects for presidents, vice-presidents, deans, directors of schools, chairman of departments, and other academic administrative personnel, includes study, research, travel, related work in other institutions or private or business organizations or other activities which the president of the unit and the Board agree will improve the staff member professionally or which directly or indirectly benefit the institution and the State.

D. Any faculty member receiving an administrative leave will be expected to return to his university unit for at least one academic year or to repay money received from the university unit while on leave.

6. Supervisory Personnel Leave

A. Requests for supervisory personnel leave must be made to and approved by the president of the university unit at which the applicant is employed.

B. Requests for such leave must show value to the university unit or system and cause no impairment of university program because of the applicant's absence.

C. All leaves for supervisory personnel must receive prior approval from the State Board of Education, ex-officio Regents of the Montana University System if such leave will exceed a three-month period.

D. Anyone receiving a supervisory leave will be expected to return to his university unit for at least one academic year or to repay money received from the university unit while on leave.

7. Educational Leave

A. Any member of the academic faculty of the Montana University System shall be considered eligible to apply for educational leave to their respective unit administrators.

B. In considering applications, administrators of individual units of the Montana University System will be guided by the following criteria:

B-1. Service which is primarily research or educational.

B-2. Possession of academic rank of instructor or higher.

B-3. Adequate assurance that the requirements for a terminal degree or terminal qualifications may be completed during the period of the leave.

C. Any faculty member receiving an educational leave will be expected to return to his university unit for at least one academic year or to repay money received from the university unit while on leave.

8. Leaves of Absence

A. Requests for leaves of absence without pay shall be made to the president of the Montana University unit at which the applicant is employed.

B. Requests for presidents or vice-presidents must be approved by the State Board of Education, ex-officio Regents of the Montana University System.

C. After two years of continuous service, other members of the faculty, administration or supervisory staff may be granted a leave of absence without pay by the president of the Montana University unit. All leaves without pay shall be reported to the Montana State Board of Education, ex-officio Regents.

D. Satisfactory programs or projects shall include research, education, travel or related work in other institutions, or private or business organizations, or other activities which the president of the university, or if applicable, the State Board of Education, ex-officio Regents of the Montana University System, agree will directly or indirectly benefit the institution or the State.

E. The time period for this leave shall not exceed two years."

2. Annual Vacation Leave

A. Academic Year Appointments
Annual leave allotment is included under the ten months' service provision.

B. Fiscal Year Appointments
Members of the staff on twelve month appointment are entitled to one calendar month of annual leave with pay. Annual leave may be accumulated to a total not to exceed 30 working days. Annual leaves shall be arranged in advance with the department head or the President of the College.

3. Teachers Retirement System

All teaching personnel at Montana College of Mineral Science and Technology are covered by the Teachers' Retirement System of Montana. Monthly contributions are made by deductions from monthly payroll checks. Complete information concerning the Teachers' Retirement System is provided in booklets available from the Business Manager of the College.

4. Resignation

Any member of the faculty who wishes to tender his resignation must submit a letter of resignation to the President giving the effective date of resignation.

AAUP Policy on notice of resignation reads as follows: "A faculty member should not resign in order to accept other employment as of the end of the academic year later than May 15 or 30 days after receiving notification of the terms of his continued employment the following year whichever date occurs later."

A "Check-Out" list will be furnished by the Business Office and must be completed before leaving. (See form in Appendix.)

5. Emergency Fund

By faculty vote, an emergency fund has been established which is used to purchase flowers for funerals, etc. This fund is administered from the Business Office and is replenished by vote of the faculty from time to time. Faculty members are urged to notify the Business Office when they are aware of uses for this fund.

6. Student Evaluations

Student Evaluations of teaching faculty are held twice during the academic year; one during the fall semester and one during the spring semester. At this time students fill in forms evaluating those instructors participating in the evaluation.

Student Evaluations are optional with the faculty. Faculty may or may not choose to be evaluated, this is their option. Results of the evaluation will be kept confidential by the Faculty Student Evaluation Committee.

7. Faculty and Administrative Evaluations

In the spring, evaluations are conducted for both the administrative and faculty personnel. The immediate supervisor evaluates those under his or her supervision, i.e. the Head Librarian will evaluate other librarians, Department Heads will evaluate faculty in their Departments, Chairmen of the Division of Engineering and Arts and Sciences will evaluate Department Heads within their Division and the Dean of Academic Affairs will evaluate the Chairmen of the Divisions of Engineering and Arts and Sciences, as well as the Chairman of the Division of Continuing Education, and the Head Librarian. The Business Manager and the Registrar will each evaluate those administrative staff employees within their respective areas of responsibility.

The President will evaluate all officers reporting directly to his office.

502. Procedures Applying to Non-Administrative & Non-Academic Personnel Only

(Please see general procedures under 503.)

1. Annual Vacation Leave

(Section 59-1001, RCM, 1947)

In accord with Section 59-1001, RCM, 1947, as amended by House Bill 69 of the Session Laws of 1973, staff members not on contract, who have been continuously employed at Montana College of Mineral Science and Technology for at least twelve calendar months, will be entitled to annual leave with full pay according to the following schedule:

a) From the first full pay period through ten (10) years of employment at the rate of one and one-quarter (1-1/4) working days for each month of service;

b) From eleven (11) years through fifteen (15) years of employment at the rate of one and one-half (1-1/2) working days for each month of service;

c) From sixteen (16) years through twenty (20) years of employment at the rate of one and three-fourths (1-3/4) working days for each month of service;

d) After twenty (20) years of employment at the rate of two (2) working days for each month of service;

e) Annual vacation leave may be accumulated to a total not to exceed thirty (30) working days, as of the last day of any calendar year.

f) Absence from employment by reason of illness shall not be chargeable against annual vacation time.

g) Vacations should be scheduled, so far as possible, at times desired by the employees, providing that arrangements are made for proper operation of each department or office concerned. Each employee should submit requested vacation dates to his superior as early as possible. Consideration should be given to rank and seniority. Additional leave will not be allowed except as specifically directed by the President's Office.

h) An employee leaving the department, for reasons not reflecting discredit on himself, shall be entitled to cash compensation for unused vacation leave.

i) Vacation leave shall not accrue during leaves of absence without pay the duration of which exceeds 15 days.

j) Cumulative records of each employee's vacation leave, showing his accrued annual vacation leave, less any vacation allowance granted, are kept in the Business Office.

k) Extended leave of absence without pay may be granted by the President of the College following recommendation by the immediate supervisor concerned.

2. Public Employees' Retirement System

All non-academic personnel at Montana College of Mineral Science and Technology are covered by the Public Employees' Retirement System. Monthly contributions are made by deductions from monthly payroll checks.

Complete information concerning the Public Employees' Retirement System is provided in booklets available from the Business Manager of the College.

3. Approval of Employment

A sample copy of a form is included in the Appendix which is used to facilitate hiring procedures in respect to non-academic personnel.

When making arrangements for hiring employees, approval of the President must be obtained on this form prior to making any specific commitments to the applicant. This form is to be filled out in triplicate, one copy of which will be returned to the department for file.

This form must be on file in the Business Office before any new employee can be placed on the payroll.

4. Staff Evaluations

All staff shall be evaluated annually by their immediate supervisor with a view to determine retention, salary and status during the next succeeding year.

5. Federal Fair Labor Standards Act

A. Rate of Pay

This law covers staff employees and students employed by the College. The law does not cover faculty members, executives, administrators and certain professional employees or so-called "exempt" personnel. This determination is made by the College. Any questions may be addressed to the Business Office.

Federal regulations determine the minimum wage under which the College operates. Overtime must be paid at a rate of not less than one and one-half times the regular rates of pay for all hours worked after 40 hours per week. (Compensatory time is covered in section B below.)

B. Work Week

As regularly employed State employees are on a forty hour week (except some physical plant and auxiliary enterprise employees), the one and one half time rate will apply on all hours worked over forty hours in each regular work week. The work week, with the exception of the physical plant and auxiliary enterprises work week, begins Monday at 8:00 A.M. and ends Friday at 5:00 P.M. It is the responsibility of the department head to see that workers cease their efforts at quitting time, because time engaged in performing services for this institution after regular work hours, whether authorized or not, is considered bona-fide employment and could be counted as overtime. Compensatory time, if given for overtime worked, must be taken in the same week that the overtime was worked.

C. Time Cards

Each employee covered by the Federal Fair Labor Standards Act must have a signed time card in the Business Office before his check will be released. This time card is due in the Business Office on the last working day of the month and shall include total hours worked for the month plus overtime hours worked, sick leave and vacation time used.

Time cards for all new employees who have worked 90 days or less, and for part-time employees, including work-study or regular student employees, must be submitted to the Business Office not later than the 15th of the month.

D. Resignation

In order to collect all pay due, non-academic employees who are resigning must present to the President's Office a letter of resignation stating the effective date of resignation.

A "Check-Out List" will be provided by the Business Office and must be completed.

503. Administrative, Academic and Non-Academic Personnel

The following apply to all employees of this College.

1. Hiring Procedures

In order to comply with Executive Order 11246, "Nondiscrimination Under Federal Contracts", it is necessary that all vacancies be advertised in professional journals, job registries, State employment office, or community newspapers.

Nondiscrimination requirements of Executive Order 11246 apply to all persons, whether or not the individual is a member of a conventionally defined "minority group". In other words, no person may be denied employment or related benefits on grounds of his or her race, color, religion, sex, and national origin.

Openings for student help (other than Work-study) should be listed with the Placement Office. This office should be furnished with a definition of the position open, qualifications needed, person to whom applicant should apply, and any other pertinent information. The Placement Office will post notices of these positions on all College bulletin boards in accordance with Executive Order 11246.

2. Holiday Leave

Formal requests for leave of absence during any legal holidays are not required. Section 19-107, R.C.M. 1947, defines legal holidays and business days as follows:

Legal Holidays:

Each Sunday
New Year's Day, January 1
Lincoln's Birthday, February 12
Washington's Birthday, the third Monday in February
Memorial Day, the last Monday in May
Independence Day, July 4
Labor Day, the first Monday in September
Columbus Day, the second Monday in October
Veterans' Day, November 11
Thanksgiving Day, the fourth Thursday in November
Christmas Day, December 25
State General Election Day

If any of the above-enumerated holidays (except Sunday) fall upon a Sunday, the Monday following is a holiday. All other days are business days.

Any employee of the state who is scheduled for a day off on a day which is observed as a legal holiday, except Sundays, shall be entitled to receive a day off either on the day preceding or the day following the holiday, whichever allows a day off in addition to the employee's regularly scheduled days off.

3. Sick Leave

A. Definition

Sick leave is the necessary absence from duty caused when an employee has suffered illness, injury, exposure to contagious disease that requires quarantine, or the necessary absence from duty to receive a medical examination or treatment, or family emergencies involving illness or death of a member of the employee's immediate family (spouse, parents, grandparents, brothers, sisters, children, and household dependents of employee or employee's spouse).

Emergency sick leave charged against an employee's sick leave credits shall not exceed a total of five (5) work days a year for illness in the immediate family. In addition, emergency sick leave charged against an employee's sick leave credits shall not exceed a total of five (5) work days for each death in the immediate family.

Sick leave may be charged for absences due to child birth, including reasonable prenatal and postnatal care.

B. General Policy

1) Each full-time employee is entitled to bona fide sick leave as are part-time, permanent employees. Temporary employees are entitled to sick leave if they have been continuously employed for 90 days or more.

2) Records of sick leave usage will be maintained in the Business

Office and all used sick leave must be reported on the proper forms.

3) Leave not properly designated as "sick leave" will be charged to vacation or leave without pay (vacation not applicable to academic year faculty).

C. Provisions

1) Accrual

a) Commencing July 1, 1971, employees earn sick leave credits at the rate of one working day (8 credits) for each calendar month of service. One hour is equal to one sick leave credit. Employees must work at least 15 days to be eligible for credits for that month. Sick leave credits earned after July 1, 1971 are the only credits eligible as the basis for payment upon termination.

b) Employees must work continuously for ninety (90) calendar days before they use earned sick leave, or are eligible for a lump sum payment for unused sick leave credits.

c) Sick leave credits will be used on a first-earned -- first-charged basis, and employees may accumulate sick leave credits without limitation.

2) Credits Earned Prior to July 1, 1971

Sick leave credits earned after July 1, 1971 are the only credits eligible as the basis for payment upon termination. The following table indicates time accumulated prior to July 1, 1971 which may be used for major illnesses only and which is not eligible as a basis for payment upon termination.

Accumulated Sick Leave July 1, 1971
(For major illness or emergency only - not eligible for payment on termination

Years of Service	Staff & Fiscal Year Faculty	Academic Year Faculty
1	6	4
2	12	9
3	18	13 1/2
4	24	18
5	30	22 1/2
6	36	27
7	42	31 1/2
8	48	36
9	54	40 1/2
10	60	45
11	66	49 1/2
12	72	54
13	78	58 1/2
14	84	63
15	90	67 1/2
16	96	72

Years of Service	Staff & Fiscal Year Faculty	Academic Year Faculty
17	102	76 1/2
18	108	81
19	114	85 1/2
20	120 (Maximum)	90 (Maximum)

3) New Employees

Employees starting employment on or before the 15th day of the calendar month will be credited with one day of sick leave at the end of the month. Employees starting employment on or after the 16th day of the calendar month will not receive credit for sick leave for their first partial month of employment.

4) Sick Leave Credit During a Leave of Absence

Employees will not accrue sick leave during a leave of absence without pay that exceeds fifteen (15) calendar days. In the event a leave of absence without pay extends over two calendar months, the employee may accrue one day of sick leave for one month, but not both.

5) Reporting Sick Leave

Employees must inform their immediate supervisors of their absences as soon as practical. All absences should be reported on time cards (monthly reports for faculty), and will be documented and charged against the employee's sick leave account. A physician's certificate or other substantiating evidence may be required by employee's immediate supervisor.

6) Abuse of Sick Leave

Abuse of sick leave is cause for dismissal and forfeiture of the lump sum payment. Abuse of sick leave occurs when an employee misrepresents the actual reason for charging an absence to sick leave, or when an employee uses sick leave for unauthorized purposes. Determinations regarding abuse of sick leave will be made by the President upon advice of all those concerned.

7) Terminating Employees

Employees terminating on or before the 15th day of the calendar month will not receive sick leave credits for that month. Employees terminating on or after the 16th day of the calendar month will receive sick leave credits for that month.

8) Lump Sum Payment upon Termination

Eligible employees are entitled by law to receive a lump sum payment upon termination equal to one-fourth (1/4) of the pay attributed to the unused sick leave accrued after July 1, 1971. The computation of the value of the unused sick leave is based on the employee's salary rate at the time the sick leave was earned. The lump sum payment will be computed as follows:

Unused sick leave credits x normal hourly rate x 1/4 = payment.

4. Duty as Jurors or Witnesses

Employees will be excused from work to perform jury duty or to serve as subpoenaed witnesses. If the employee's absence will create a serious hardship, the employer may request that the employee be excused from jury duty.

Employees summoned to serve as jurors or witnesses shall be granted leave with pay. Fees collected shall be forwarded the Business Office to be applied against the amount due the employee. However, employees are not required to remit to the employer any expense (per diem and mileage) allowances received.

Employees may elect to charge annual leave for time taken off to serve as jurors or witnesses. In such a case, they shall remain on the State payroll and are entitled to retain all fees and allowances collected.

Employees serving as jurors or witnesses shall continue to work at their regularly assigned duties whenever feasible, thus keeping their work absences to a minimum.

5. Military Leave - Re-employment

"Any person inducted into the land or naval forces of the United States, as a result of the operation of any selective training and service act or National Guard and reserve officers mobilization act since 1948, who had satisfactorily completed his period of training and service as attested by a certificate to that effect, shall be re-employed in the position he left in order to perform such training and service if:

a) He is still qualified to perform the duties of such position

b) The position he formerly held was not a temporary one; and

c) He makes application for re-employment within forty days after he is retired from training service.

"Should any person, qualified for such re-employment, be a school teacher or instructor, the Board of Trustees or other employing agency of the school involved shall not be obligated to rehire such person until the beginning of the semester following the one in which the application for such re-employment was made." (77-601, RCM 1947).

6. Leave for Attending Training Camp or Similar Training Program (Section 77-157, RCM 1947)

"That any person who is a member of the organized national guard of the state of Montana or who is a member of the organized or unorganized reserve corps or forces of the United States army, navy, marine corps, or coast guard, which now exist or may be created at any time in the future by proper authority, and who is an appointee of or employee of the state of Montana, or any of its departments, or any county or city within the state, and who has been such appointee or employee for a period of six (6) months, shall be given leave of absence with pay for a period of time not to exceed fifteen (15) working days in any calendar year for attending regular encampments, training cruises, and similar training programs authorized by the secretary of defense of the United States for the Montana national guard or by the proper legal authority in charge of the reserve corps or forces of the United States army, navy, marine corps, or coast guard while in attendance at such annual encampment, training cruise, and similar training program, or without the time being charged against him on his annual vacation."

7. Pay Checks

Salary checks will be available at the Business Office on the last working day of the month. If any employee is not in town, he may arrange to have his check deposited to his checking account in any of the Butte banks.

8. Deductions

Full-time employees of the instructional staff are required by law to join the Teachers' Retirement System.

Other employees must join the Public Employees' Retirement System.

Deductions for both Social Security and State and Federal withholding taxes are also made monthly.

W2 forms for each employee will be issued during January of each year. These will be sent to the last address on file with the Business Office. With respect to the above, each new employee is required to fill out an Employee Data Card and a W4 form, Employee's Withholding Exemption Certificate, at the Business Office immediately so that proper exemptions can be made on his withholding tax. In the event a change in status of dependents or address occurs, the Business Office should be notified.

9. Tax Sheltered Annuity Program

At its meeting on May 14, 1963, the Regents of the Montana University System authorized the units of the Montana University System to:

a) Negotiate for and purchase tax sheltered annuities for their employees, and

b) To approve necessary amendments to the Board authorized employment contracts for employees desiring to participate in the program.

Concurrently, the Attorney General has ruled that payroll deduction may be made for this purpose under provisions of Section 1, Chapter 248, Montana Session Laws of 1963.

Briefly stated, under federal tax laws and recent amendments, an employee of certain educational institutions may voluntarily authorize deductions from salary to be used by the institution to purchase an annuity for retirement benefits. The amount deducted, subject to limitations, is not subject to income tax in the tax year deducted, but the proceeds will be taxable as income when benefits are paid the employee after his retirement at a time when his income is less and thus at a reduced income tax obligation. The employee's annual W2 form used for tax purposes will reflect only the salary received in the tax year, after the amount paid for the annuity during this year has been deducted.

The employee must specify a given amount to be deducted from his salary each month for the entire academic year, or, if he works and receives salary for each month for twelve months, then for the entire fiscal year (July to July). The employee can specify prior to the beginning of the fiscal year the sum he desires deducted each month for the coming year. Thus the amount may not vary from month to month, but can vary from year to year. Employees may commence the program at the start of the fiscal year or at the start of the academic year contract.

A formula is used to determine the maximum amount which may be excluded from income tax liability. The simplest way to compute this "exclusion allowance" is to multiply the salary for the year by 16.66% and then multiply the resulting figure by the number of years of service as an employee at Montana Tech. The use of this formula will indicate what amount can be excluded from salary and thus not be taxable until retirement.

All employees of Montana Tech, except student employees on a part-time payroll, are eligible to participate. The employee must agree to take deductions from future salary. The Business Office will make the deductions prescribed and make payment to the organization or company involved in the employee's annuity contract. The annuity itself is individual and voluntary, controlled by the individual employee. The employee names his own beneficiary In the event of death, the entire value of the annuity is excluded from federal estate taxes and the beneficiary receives up to a $5,000 income tax exclusion on the annuity. In each case, the company with which the

College will participate, will counsel with the employee and analyze his individual situation. The College will not advise in this regard, but will only participate in the program administratively.

10. Social Security

Social Security is now in effect for all employees of the University System. Each employee, therefore, is required to report his social security number to the Business Office. Salary withholdings are made each month to pay the employee contribution to this fund.

11. Unemployment Compensation

All full-time employees, academic and non-academic, are now covered under unemployment compensation.

12. Medical, Life & Long Term Disability

All employees of Montana College of Mineral Science and Technology who work thirty (30) hours per week or more on a regular basis are eligible to join the Montana University System Group Insurance Plan which provides hospital, medical-surgical, life insurance, and long-term disability coverage. Information on coverage and rates and application blanks may be obtained from the Business Office.

Employee payment for his share of the cost is made monthly by payroll deduction. The State pays $10.00 per month for each full-time employee.

13. Accident Compensation

All employees of Montana College of Mineral Science and Technology are covered under the Industrial Accident insurance under the State of Montana. This coverage includes doctor and hospital bills for injuries received while performing duties required by the employee's position. All accidents should be reported to one's supervisor and a report form secured from the Business Office, completed and returned promptly to the Business Office. The employee's physician should be told that the accident is covered by Industrial Accident Insurance since he will be required to furnish a report to the Industrial Accident Board.

14. Montana Nepotism Law

Section 59-519 of the Revised Codes of Montana, 1947, reads as follows: "Appointment of relative to office of trust or emolument unlawful. It shall be unlawful for any person or any member of any board, bureau or commission, or employee at the head of any department of this state or any political subdivision thereof to appoint to any position of trust or emolument any person or persons related to him or then or connected with him or them by consanguinity within the fourth degree, or by affinity within the second degree. It shall further be unlawful for any person or any member of any board, bureau or commission, or employee of any department of this state, or any political subdivision thereof to enter into any agreement or any promise with other persons or any members of any boards, bureaus or commissions, or employees of any department of this state or any of its political subdivisions thereof to appoint to any position of trust or emolument any person or persons related to them or connected with them by consanguinity within the fourth degree, or by affinity within the second degree."

Any questions or interpretations on Nepotism for the College should be clarified by the President.

15. Acquisition of Federal Surplus Property

Through the State Department of Public Instruction's Surplus Property Section in Helena, under the provisions of Section 203 (j) of the Federal Property and Administrative Services Act of 1949, materials of all kinds which have been declared surplus by the United States government are available for purchase and transfer to Montana College of Mineral Science and Technology for educational use. Eligible representatives of Montana Tech who have completed "Application for Determination of Eligibility" forms and signed signature cards may receive surplus property in the name of the College.

16. Public Relations and Publicity

In order that there may be some degree of continuity and purpose in our public relations program, it is requested that all public relations efforts be coordinated with our official Director of Communications, and not handled directly by departments. News releases are sent to such publications as newspapers, trade journals, magazines, house organs of industry, and radio and television stations. The Director also counsels and advises individuals and departments in organizing and promoting special projects which require public understanding and support. Therefore, in order to maintain a unified public relations effort, it is requested that all media be coordinated with the Director of Communications.

VI. FACILITIES AND SERVICES

601. Library

1. The library welcomes the faculty and recognizes the key position they hold in motivating student use of library materials, promoting cooperative student attitudes, building a strong, centralized basic collection adapted to the needs of this college, and participating in the developments in new media and information networks as these become available.

   The library collection, now over 60,000 volumes, is expanding at the rate of over 3,000 volumes a year. It is a depository for selected federal documents and receives state and foreign documents pertaining to the mineral industries on exchange. Scientific and engineering periodicals are an essential part of the collection, and the important abstracts, indexes, and bibliographies provide the means for comprehensive literature searches.

2. Loan of library materials to faculty is on an annual basis, renewable each spring. Faculty are expected to keep the material as long as they need it, within reasonable limits, and to cooperate by returning library materials not being used, and sharing them, if needed, when this can be arranged without inconvenience to the original borrower. Xerox copy service of library materials within "fair use" standards is available. The library has special routing and notification systems and will watch for new material on specific subjects as requested by faculty.

3. Research references not held by this library can usually be acquired either by purchase or through interlibrary photocopy requests on interlibrary loans arranged by this library with other college, university, or reference libraries. Montana Tech library is a member of the Pacific Northwest Bibliographic Center, and our holdings are recorded in the PNBC regional Union Catalog which functions as a clearing house for interlibrary requests. As a member, Montana Tech cooperates in this interlibrary service on the college level; and, because of our specialized collection, the number of requests received from other libraries usually approximates the requests we make during the year.

   If additional materials are needed which the library cannot supply, these can be obtained from other libraries through the interlibrary loan services based on codes established by the American Library Association and the Montana Library Association. This service at Montana Tech is governed by the following regulations:

   a) It is the responsibility of the borrower to ensure that all possible resources in our library have been exhausted before making a request.

b) An interlibrary loan request card must be filled out in full for each item being requested.

c) The patron will be asked to verify the item which he has requested in an abstracting or indexing service whenever possible. The Librarian will be happy to direct the patron to the proper source.

d) The Library will assume all costs incurred in borrowing books.

e) The patron will be required to assume charges for photocopying (usually mandatory for periodicals) and all photocopies will become the property of the patron.

f) The Library reserves the right to request that underclassmen receive authorization from a faculty member for their request.

4. Calculators have been placed in the library for use by all faculty, staff, and students for any class projects or research projects.

5. The library has equipment for microfilm reading and printout, as well as reading equipment for opaque microprint cards, microfiche and ultrafiche. A record collection and earphone playing equipment are available in the balcony enclosure. The library is very interested in electronic methods applied to education and information control, including participating in state, regional, and national information networks. The study desks in the new mezzanine floor are equipped with electrical outlets designed to accommodate various kinds of electronic equipment.

6. Instruction in use of the library is available, either individually or for class groups. It is most effective when it is offered as part of a class assignment requiring compilation of a bibliography or investigation of reference information. Handout sheets on library classification, use of the card catalog, and periodical indexes are available in the library reading room.

602. Requistions and Purchase Orders

Minor supplies, such as stationery, grade books, blue books, etc. may be purchased from the bookstore and charged to the department concerned. Small items of supply not available in the bookstore may be picked up by local requisition on an emergency basis only.

All requisitions for supplies and equipment, whether requisitioned locally or through the State Purchasing Department, must be entered on a requisition form and submitted to the Business Office for processing.

603. Repairs and Maintenance

A work order requesting minor repairs and special maintenance work should be submitted to the Business Manager. (See form BO-2-74 in the Appendix.)

604. Personnel Appointments

Appointments of professional and non-professional personnel must be approved by the President's office in order that contracts may be issued and the Business Office notified for payroll purposes. Special forms for this purpose are available in the President's Office.

In all new positions a "Position Classification Questionnaire" must be completed and returned to the Business Office. (See Form 15 in Appendix Section.)

605. Central Typing Office

Services of the Central Typing Office includes typing, offset duplicating, folding, collating, cutting, stapling, spiral binding, and copying. An Addressograph-Multigraph "Copy Center" has been installed.

The Central Typing Office regulations are as follows:

1) Work orders must be completed by the person ordering the work
2) Receipt for finished work will be signed by person who signed the work order or who picked up the finished work.
3) All work will be paid for in cash or charged to the department or organization concerned.
4) Work may be charged to authorized accounts--all other work must be paid for in cash.
5) Department heads will be furnished statements of charges.

Notices of meetings, convocations, student organization activities and departmental notices or announcements will be typed, multilithed, or otherwise reproduced and posted on bulletin boards on the campus. Notices will be posted once a day--in the morning only, and must bear the name of the originator and be accompanied by desired dates for posting and removing from bulletin boards. It will be appreciated if those desiring to post notices do not remain on bulletin boards too long.

All work other than bulletin board notices will be dated upon receipt in the Central Typing Office and will be processed in the order of receipt. This necessitates anticipating work as far in advance of need as possible. A locked cabinet is provided to safeguard confidential material until delivered to the person concerned. Less than 24 hour service on correspondence should not be expected.

When presenting work to be done by the Central Typing Office personnel, specific instructions should accompany the request, including such items as single or double spacing, particular lay-out and format where necessary, size of paper to be used, number of copies desired, date finished work is desired, safeguarding precautions, or any other information which will contribute to understanding and efficiency.

Copy Ready Material

"Copy Ready" material is, just as the term implies, ready for reproduction without further alteration. It can then be processed on the "Copy Center" which allows photographic reproduction directly from the original. You can obtain faster service and save money by bringing copy to the Central Typing Office in a ready-to-use form. Existing forms, letters, clippings, reports, etc. which are to be reproduced without changes can be submitted as is. All that is necessary is to choose a good, clean sample that hasn't been folded or mutilated, and submit it as copy. Remember, the machine makes masters as it sees the copy, so check your sample for contrast, bad type, smudges, and overprints before having it copied. Place it on the sheet as you want the finished copy.

Corrections or Alterations

If there are corrections, additions, deletions or substitutions to be made before reproduction, you can do one of two things:

1) You can submit your copy with the corrections or alterations typed on a separate sheet and the Typing Office will insert the changes for you. If you do this, please leave plenty of room between lines as to avoid trouble cutting the corrections for pasting in the original. Also, please re-type a complete line rather than just a single word.

2) You can make your own changes before bringing the copy to the Central Typing Office. Deletions can be made by pasting a clean piece of white paper over the undesired copy. Additions may be made by composing the necessary information on your typewriter and then pasting the new copy onto the original sheet. Be sure that it is placed on straight. Corrections may be made by retyping the copy which needs changing and pasting the corrections over the error. Again, be careful of alignment.

Electrostatic Process

The "Copy Center", using the electrostatic process, can produce electrostatic masters to be run on the Multilith machine and also can make single electrostatic copies in sizes 8 1/2 x 11 and 8 1/2 x 14.

606. Machine Shop Work

All services, whether for college work, research or individual work will be billed to the department or individual concerned. Work order forms from the Business Office must be completed for all work done in the Machine Shop.

607. Keys

Properly authorized requests for keys should be submitted to the Business Office. After the request has been submitted and approved by the Business Office and a deposit of $1.00 is made, a receipt is taken to the Superintendent of Buildings and Grounds who issues the key. Keys are to be surrendered to the Business Office when no longer needed.

608. Bookstore

The Bookstore is located in the basement of the Student Union Building. Hours of regular operation are from 8:00 A.M. to 4:30 P.M. Monday through Friday. The Bookstore stocks texts, paperbacks, stationery, engineering and drawing supplies. If a particular book is not in stock, the manager will, on request, place a special order.

Miscellaneous office supplies may be acquired at the Bookstore by Departmental Head authorization.

Caps and gowns for commencement exercises are available through the Bookstore.

609. Vehicle Registration and Parking Regulations

All students, faculty and staff must register each motor vehicle to be parked on the Montana Tech campus with the College Business Office in accordance with the Forty-second Legislative Assembly under HB 568 relative to control of parking and traffic on university grounds.

The following is authorized:

"The Regents of the Montana University System hereby authorize the president of each unit to establish and enforce rules and regulations concerning the parking and operation of vehicles upon the grounds, streets, drives and alleys of each campus in accordance with HB 568 of the Forty-second Legislative Assembly." (Item 220-002, Policy Regarding Rules and Regulations Concerning Parking and Operation of Vehicles, Montana University System.)

Rules and regulations for vehicle registration and parking regulations for the campus of Montana College of Mineral Science and Technology are issued periodically by the Business Office.

610. Postal Services

Official mail originating in departments of the College will be delivered by the departments concerned to the Business Office for mailing.

The postal meter will be operated twice daily at approximately 9:00 A.M. and 3:00 P.M. in time to meet official pick-ups by the post office. Any mail, other than first class, must have the desired classification indicated in order that proper postage can be affixed. Mail having no indicated classification will be posted as first class mail. Each Department will be charged for the postage it uses. All mailings must have the name of the individual sender shown in the return address, in addition to the college name. In order to properly maintain cost records, it is necessary that outgoing College metered mail be identified by department. This should be added to the "Montana College of Mineral Science and Technology" return address on the envelope.

Mail which cannot be identified will be opened and returned to the department.

611. Telephone (State WATS Line - Hotline)

Montana Tech participates in the state-wide telephone network which means that you can call any place in Montana at no additional charge. Hotline phones are available only to the department heads. Other faculty members desiring to make in-state calls must use their department head's hotline phone. The Business Office will not accept charges for other in-state calls not on the hotline, nor will it accept charges for incoming collect calls.

All faculty members will be issued a special credit card number. This number must be used for all out-of-state long distance calls. At the end of each month the telephone company will bill the College for each individual card. These special billings will be sent to the department head for his approval and return to the Business Office for payment.

When using this card, it is preferred that you dial direct if at all possible. On direct dialing, the operator will cut in and request your number. At this time, give her your credit card number.

612. Scheduling Events on Campus

All room reservations (day and evening) are scheduled through the office of the Dean of Academic Affairs, with the exception of the Student Union Building. This includes all meetings of all classes, seminars, outside activities and any other function which involves the use of any of the normal classroom facilities.

Evening activities in the Gym, however, should be coordinated through the office of the Director of Athletics, who in turn will notify the office of the Dean of Academic Affairs.

Reservations for the Student Union Building should be made through the Director of Auxiliary Enterprises.

Weekly listing of events will be published and distributed by the Dean of Academic Affairs to all administrative personnel, faculty, the Suprintendent of Buildings and Grounds, as well as being listed on all bulletin boards.

Preparations and clean-up functions remain the responsibility of the person or organization requesting the use of the room.

613. Management and Operation of the Student Union Building

The following guidelines will be used in determining the use of the Student Union Building:

1. All college-related activities shall receive first priority with no charge, except those listed in 2. below.

2. Classes, seminars, or workshops, with or without college credit hours, where there is a charge made for attendance, or is funded by an off-campus agency, or any non-college-related activity will be

charged for use according to the following schedule:

A. Each Conference Room - $10.00 Half Day (5 hours or less)
- 15.00 Full Day

South Dining Room - $50.00
North Dining Room - 50.00
Main Lounge - 40.00
Game Room - 40.00

3. Weekend janitorial services will be an additional charge and will be determined by the number of personnel required.

4. Food Service

   A. Food Service is available 7 days a week during the academic year.

   B. The Cafeteria is open from 8:00 A.M. to 5:00 P.M., Monday through Friday for your convenience. Service includes a choice of hot entrees (11:00 A.M. - 1:00 P.M.), along with short orders, soup, salads and desserts.

   C. Coffee, donuts, cookies, pie and cake are available for conferences and should be arranged for when room reservations are made.

   D. Food Service will be on a limited basis during the Summer Break. The Coffee Shop will be open from 8:00 A.M. to 3:30 P.M., providing short order and snack service.

The foregoing guidelines have been developed in the best interests of the College and those the Student Union Building is intended to serve.

614. Use of Gym Building

The following guidelines and procedures will be followed for use of the Gymnasium Building:

1. Gym building use shall be limited to Tech students, faculty, and staff. Special provisions may be made for use by others.

2. After 6:00 P.M. all persons using building must show a Tech ID card unless involved in scheduled intramural or student events, in which case the adviser or supervisor will take the responsibility for persons in the building.

3. Scheduled use of building facilities will be posted in lobby of building.

4. Unless using own equipment, all equipment must be checked out--I.D. card must be left with authorized person until equipment is returned. A charge will be made for loss or unnecessary damage.

5. Persons or groups wishing to use the facilities during hours it is officially closed must make arrangements with the Director of Athletics who in turn will notify the office of the Dean of Academic Affairs. Approved supervision must be provided for any and all of the events.

6. Student groups using building for large programs or activities involving outside participants or on Saturday or Sunday, must make arrangements for cleaning of building before next school day.

7. Outside groups using facilities involving large numbers of people must pay a minimum fee of $15.00 per day to take care of cleaning the building by maintenance personnel of Montana Tech.

8. Non-profit organizations may use facilities free, except for cleanup fee.

615. Computer Center

The Director of the Computer Center has authority for all matter connected with the direction, operation, and control of the Computer Center. The Computer Center will be operated as an open shop which means that individuals using the computer will have to be able to operate it and associated equipment. Use of the Computer Center during evenings and weekends must be scheduled with the Director of the Computer Center.

It is the responsibility of anyone using the computer after hours to see that the computer center is closed and locked when he leaves. Computer users will sign the computer log book and clean up the computer center before leaving.

There will be no charge for educational use of the computer. This includes individual faculty and student research. Sponsored research and industrial users will be charged.

616. Civil Defense Facilities

Civil Defense authorities in the U. S. Army Corps of Engineers have designated three areas of the Montana College of Mineral Science and Technology campus as emergency fall-out shelter area facilities. These areas are identified below. It should be clearly understood, however, that these are emergency shelters only.

With these officially designated Shelter Areas and with the potential threat of the need for utilizing these Shelter Areas, your college administration has prepared the following Shelter Area utilization and supervision plans.

In the event of an emergency situation during school hours:

1. All persons at their homes shall remain there.

2. All persons on the campus shall proceed to their respective homes so as to be with their own family units if it is deemed possible for them to arrive at that destination within twenty (20) minutes from the time the alarm is sounded.

3. All faculty, staff and students actually in the Residence Hall, and in the gymnasium, (exclusive of those in category 2. above) shall proceed to the Gymnasium Building Shelter Area (265 total capacity). The Physical Education Department Head shall be officially in complete and total charge of this Shelter Area. The Department Head will be instructed in the availability and use of emergency equipment and supplies. In the event of his absence, the Residence Hall Head Resident will be officially in complete charge of this Shelter Area.

4. All faculty, staff and students actually in the Student Union, Petroleum, Engineering, Shop, and Main Hall Buildings (exclusive of those in category 2. above) shall proceed to the Main Hall Shelter Areas (800 total capacity). The Montana Bureau of Mines and Geology Director, and in his absence the Superintendent of Buildings and Grounds, shall be officially in complete and total charge of the Shelter Area. Each will be instructed in availability and use of the emergency equipment and supplies.

5. All other faculty, staff and students not categorized above 2. 3. and 4. shall proceed to the Library-Museum Building Shelter Area (100 total capacity). The President of the College, and in his absence the Dean of Academic Affairs, shall be officially in complete and total charge of this Shelter Area.

APPENDIX SECTION

APPENDIX I

BY-LAWS
FACULTY SENATE COMMITTEE
MONTANA COLLEGE OF MINERAL SCIENCE AND TECHNOLOGY
Butte, Montana

PREAMBLE

To promote the stable growth and continued improvement of higher education at Montana College of Mineral Science and Technology and in the State of Montana; to facilitate communication and cooperation among administrative and faculty personnel; and to insure the continued development of our educational programs and policies: We, the Faculty, do hereby establish and subscribe to this Constitution of the Faculty Senate Committee of Montana College of Mineral Science and Technology.

Article I. Name

The name of this organization shall be the Faculty Senate Committee of the Montana College of Mineral Science and Technology at Butte, Montana.

Article II. Purpose, Functions and Duties

SECTION 1: Purpose

The purpose of this organization shall be:

To participate as an advisory body in the formulation, implementation and review of institutional policy and to provide the means for the faculty to initiate action on matters with which it is directly concerned.

SECTION 2: Functions

Within the framework of rules and regulations set forth by the State Board of Regents, the functions of this organization shall be:

a. To study and discuss institutional problems referred to it, and where appropriate, to make recommendations to the administration.

b. To initiate suggestions for changes in the area of institutional policies affecting the instructional program of the college.

c. To serve as a channel of communication between the faculty and the administration and, through the administration, to the State Board of Regents.

d. To aid the students, the faculty, the administration, and the State Board of Regents in developing policies coordinating the total college community.

e. To consider policies concerning admissions, curricula, granting of degrees and comparable academic concerns.

f. To consider policies concerning faculty selection, promotion, tenure, leaves and termination of employment.

g. To advise, with the President, in the selection of administrative personnel when vacancies exist.

h. To advise, with the State Board of Regents, in the selection of a President when a vacancy exists.

i. To seek means for raising the level of all aspects of professional performance.

SECTION 3: Duties

The duties of the organization shall be:

a. To examine all matters under consideration from the point of view of the welfare and best professional interests of the college and in the light of its total education objectives.

b. To acknowledge each recommendation or request submitted, and, upon completion of its considerations, state the action recommended.

In the performance of its duties the Faculty Senate Committee is not to interfere with or infringe upon the academic freedom of individual faculty members.

SECTION 4: Channels and Procedures

a. To accept for consideration from the faculty or the administration any projects which fall within the scope of Artile II, Sections 1 and 2 above.

b. To initiate projects which fall within the scope of Article II, Sections 1 and 2 above.

c. To submit recommendations to the faculty or the administration of the College concerning matters which have been considered.

d. To submit to conference with the entire faculty if necessary any differences of opinion which arise as a result of disagreement between the Faculty Senate Committee and the administration concerning recommendations made.

e. To refer questions still unsolved after conference to the President for final reference to the proper agency, such as Faculty Service Committee, Attorney General, State Board of Regents, etc.

Article III. Membership

(Revised according to faculty action 11/6/72)

SECTION 1:

The Policy and Development Committee shall consist of 8 members who hold faculty rank.

At the beginning of each academic year, the size and composition of the Faculty Senate Committee shall be re-evaluated to account for changes in faculty and department structure of the College.

Article IV. Elections

(Art. IV, Sec. 1 replaced by following according to faculty action 11/6/72.)

SECTION 1:

Membership in the Faculty Senate Committee shall be determined by annual election held in May. Only persons holding faculty rank are eligible to vote. Members shall be elected to two year terms. No more than three-quarters of the entire membership of the committee shall have terms which expire in the same academic year. Vacancies created by unexpired terms shall be filled by special election.

Article V. Organization

SECTION 1: Officers

The officers shall consist of a Chairman, Vice-Chairman and Secretary. These officers shall be elected from the total membership of the Faculty Senate Committee at the initial meeting after its annual election.

SECTION 2: Duties of Officers

The Chairman shall be the principal executive officer and shall have such powers as are appropriate to his office. He shall appoint committees and shall be an ex-officio member of all committees except the Nominating Committee.

The Vice-Chairman shall fulfill the duties of the Chairman in his absence and shall, otherwise, serve as an assistant to the Chairman.

The Secretary shall perform the usual functions of the office, such as:

a. Keep the minutes of all regular meetings of the Faculty Senate Committee and make available copies to the entire professional staff and the President.

b. Maintain archives of important papers of the Committee.

c. Furnish notification of all Faculty Senate Committee meetings to all faculty members.

d. Carry on pertinent correspondence relative to the Committee and its activities.

SECTION 3: Committees

The duties of all committees shall be determined by the Faculty Senate Committee.

Committees shall be appointed by the Chairman, when necessary, with the approval of the Faculty Senate Committee body.

Article VI. Meetings
(Revised according to faculty action 11/6/72)

SECTION 1: Regular Meetings (Open)

Regular meetings of the Faculty Senate Committee shall be held monthly (during the regular academic year) at a designated time with additional meetings or cancellations of the scheduled meeting at the option of the chairman. It shall be understood that at all open meetings an invitation to attend is extended to all of the administrative staff, all faculty members, and to a student representative. It shall be further understood that this invitation includes both the right to engage in the discussions of the committee and the right to introduce motions. It does not include, however, the right to second nor amend motions, nor the right to vote upon them when they are placed before the committee for final action.

SECTION 2: Special Meetings (Closed)

A special closed meeting of the Faculty Senate Committee may be called at a designated time by the officers of the Committee or by a petition signed by one-third of the total membership of the Committee, or by a petition of ten percent of the total membership of the faculty.

Article VII. Transaction of Business

SECTION 1: Initiation of Action

The Faculty Senate Committee shall receive written suggestions for agenda items from any member of the faculty or from the administration. In the case of delicate matters, at the discretion of the Committee, the referral items can be received by oral communication at a meeting.

Any member of the Faculty Senate Committee may initiate debate.

Where appropriate, the agenda item shall be referred to a committee for study.

SECTION 2. Nature of Sessions

A quorum for the transaction of business shall be privileged to call members of the college community as advisors when information concerning a matter under consideration is required.

The minutes shall be as complete as the nature of the problem requires.

SECTION 3: Transmittal of Recommendations

The Chairman shall direct the Secretary to transmit to the appropriate individual or body a written statement of actions and recommendations of the Committee when approved at a regularly constituted meeting.

Article VIII. Amendments

SECTION 1: Proposed Amendments

Proposed amendments shall be submitted in writing to the Chairman of the Faculty Senate Committee who shall submit them to the faculty for action.

SECTION 2: Notification of Amendments

The text of the proposed amendments must be circulated among the members of the faculty at least one week prior to action by the faculty.

SECTION 3: Ratification of Amendments

Ratification of amendments shall require a simple majority vote of all members of the faculty.

SECTION 4: Submission of Amendments

In keeping with Article II, Section 2, all amendments will be submitted to the administration for review and appropriate action.

APPENDIX II

Montana College
of
Mineral Science and Technology

APPLICATION FOR SABBATICAL LEAVE

Name____________________________ Department________________________

Rank____________________________ Years in Rank_____________________

Number of Years of Service____

(Minimum of seven years' service in the Montana University System on academic year (10 month) contract is required.)

Leave is requested for ______________ semesters, from ___________________

19_____ to _______________________, 19____.

Attachments:

(1) Proposed leave program (activities, locations and organizations involved, and people with whom work will be done; travel, relationship to other projects, anticipated values to applicant, his department, the College, or the State; possibilities for publication of study results, and so on).

(2) Applicant's justification for approval (evidence of meritorious performance in teaching, research, publication, and/or service).

If my Sabbatical leave request is granted, I agree to return to Montana College of Mineral Science and Technology for one academic year or I shall repay the money received from the College while on leave.

________________________________ ________________________________
Department Head (Signature) Signature

________________________________ ________________________________
Dean of Academic Affairs (Signature) Date

________________________________ ________________________________
President (Signature) Date

APPENDIX III

MONTANA COLLEGE OF MINERAL SCIENCE AND TECHNOLOGY
BUTTE, MONTANA 59701

REQUEST FOR APPROVAL OF EMPLOYMENT

(THIS FORM MUST BE COMPLETED AND APPROVED BEFORE ANY COMMITTMENT IS MADE)

Approval is requested to employ the person named below at Montana Tech as:

☐ Replacement for ______________________ Classification ______________

☐ New Position ______________________ (PCQ - Position Classification Questionnaire must accompany reque[illegible] new position)

☐ Full Time ☐ Part Time ☐ Temporary

Date o[illegible] Employment ______________

NAME: (Mr.) (Mrs.) (Miss) ______________________

ADDRESS: ______________________ Job Title ______________

Social Security No. ______________ Department ______________
(Please verify social security number from card)

Phone Number ______________ Marital Status ______________ Employee No. ______

Date of Birth ______________ Has he/she previously been employed at Montana Tech? ____

APPROVED: ______________ (Department Head) ______________ (President) ANNUAL SALARY $ ______ or HOURLY ______

* *

THE FOLLOWING SHOULD BE COMPLETED BY ALL PERMANENT EMPLOYEES ONLY

AFTER APPROVAL OF EMPLOYMENT

If you wish any of the following payroll deductions, please complete the following [illegible]thorization:

"I hereby authorize my employer, Montana Tech, to withhold from my check each payday, the following amounts: Bonds $________; Salary Savings (Metal's CDs) $________; Tax-Sheltered Annuities $________; Credit Union $________; United of Omaha Group Health Insurance $________; Northwestern National Life Insurance $________.

This authorization will continue in effect until cancelled by me in writing or termination of employment, or termination of the offering of any or all of these plans."

SIGNED ______________________ Date ______________

* *

WAIVER

In the event you do not want to participate in the group health insurance (United of Omaha), or group life insurance (Northwestern National Life), please complete the following waiver:

For: ____
(Please indicate: United of Omaha, or Northwestern National Life, or BOTH)

"I have been given an opportunity to apply for group insurance as offered by Montana Tech and, after careful consideration, have decided not to take advantage of this offer for:

☐ Myself (and eligible dependents, if applicable); ☐ My eligible dependents only

because ____

Should I desire to apply for this insurance in the future, I realize that satisfactory evidence of insurability must be furnished to the Insurance Company at my expense. I understand that the Insurance Company reserves the right to reject such future application."

[illegible]ned ______________________ Date Signed ______________

* *

Distribution: (Request for Approval of Employment portion only) 1. President's Office
2. Department Head
3. Business Office (Balance of form to be completed after employment approved).

NOTE: This form to be accompanied by W-4 Form - Withholding Allowance Certificate to Bus.Ofc.

FORM: BO-1, Rev.9/74

2/1975

APPENDIX IV

CHECK-OUT LIST

For Faculty and Staff Resignations, Terminations, Annual Leaves, etc.

	Signature	Date
Library (Head Librarian)		
Keys (Business Manager)		
Departmental Equipment, etc. (Department Head)		
Academic Commitments (Academic Dean)		
Business Office (Business Manager)		
Final Review (Business Manager)		

Name______________________________Date_________________________

Distribution:
1. Personnel file
2. Business Manager

2/1975

W.O.# ____________ Inv. # ____________

Date: ____________ Date: ____________
(to Physical Plant)

MONTANA COLLEGE OF MINERAL SCIENCE AND TECHNOLOGY
Butte, Montana 59701

WORK ORDER

This work order must be filled out for all jobs requested of the Physical Plant, other than for absolute emergencies.

To: BUSINESS MANAGER Date: ____________

From: ____________

Department: ____________

Location: ____________

Brief description of required service: (Use reverse side if additional space needed)

APPROVED: ____________
(Business Manager)

JOB COMPLETED

Date: ____________

RECAP:

Materials:

____________ $ ________

Sub-total $ ________

Labor:

Carpenter @ $ (hrs.) ________
Painter @ $ (hrs.) ________
Maintenance @ $ (hrs.) ________
Other @ $ (hrs.) ________

Sub-total $ ________

Benefits @ 1.435 $ ________

TOTAL $ ________

(Signature of Workman) (Signature: Superintendent of Grounds)

APPROVED FOR PAYMENT ____________ ____________
(Department) (Date) (Business Office) (Date)

Form #BO-2-74 2/1975

APPENDIX VI

Position Classification Questionnaire

Montana College of Mineral Science and Technology

Business Office

Please print or type

☐ Request for classification of new position. ☐ Request for re-classification

(Entire form to be prepared by **Supervisor** or **Department Head** and approved by **Administration**)

Section I

1. Incumbent's Last Name - First Name - Middle Name

2. Division or Foundation

3. Present Job Title

4. Department

5. Location (Building)

6. Room No.

7. Telephone

8. Supervisor's Name

9. Title

10. Hours of Work From To

11. Regular Work Days From To

12. Saturday and/or Sunday

13. Total Hours/Week

14. How Long Have These Duties & Responsibilities Been Substantially As Shown Below.

15. In Your Opinion, What Should Be The Job Title

16. Using your own words, please describe IN DETAIL the duties to be performed. Use additional sheets if necessary. Under column 17 estimate approximately the time devoted to the duties listed. Use great care to give a clear and complete statement.

17. % of Time	18. Description of Duties
	Regular Duties (Duties performed daily or almost daily, such as typing letters, taking dictation, preparing budgets, maintaining department accounts, instructing other employees.)

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22. List Machines Used by This Position. (Such as Typewriter, Calculator, MTST, etc.)

23. Is This Employee Responsible for Cash, Expensive Equipment, Confidential Matter or Supplies.

☐ **Yes (Explain)** ☐ **No**

24. A. Does This Position Supervise Other Regular Employees.

☐ **Yes** (List number of people supervised by Name and Title) ☐ **No.**

B. Indicate the Type of Supervision Given to Others. (For example, complete overall supervision, assign work; give instruction for handling assigned work; verify work performance.)

C. What Percentage of Time is Spent in Planning or Directing the Work of Others.

Does This Position Supervise Work Study Students and/or Temporary Employees.

☐ **Yes** (List number: Work Study - Temporary ☐ **No.**

25. What Kind of Decision(s) are Made Without Referring to Higher Authority.

26. Does This Position Involve Emergency or On-Call Service.

☐ **Yes** ☐ **No** If answer is "yes", explain whether: ☐ Regular ☐ Occasional ☐ Seasonal
Describe and estimate amount involved.

27. What is the Most Difficult or Demanding Part of This Position. (Include unusual working conditions.)

28. Please List Other Pertinent Information on This Position.

29. Date:

30. Signature: If completed by Supervisor

Section II

STATEMENT OF DEPARTMENT HEAD

Note: If Section I completed by Department Head, ignore this section)

[illegible]1. **Please Comment on Previous Statement, Indicate Any Modifications, Additions or Differences in Emphasis.**

32. **What Do You Consider the Most Important Duties and Responsibilities of This Position.**

33. **How Are Instructions Issued for This Position. Indicate in What Form, Detail, How Often and By Whom.**

34. **What Supervision and Attention is Given the Employee in This Position.**

35. **Assuming a New Employee Possesses Basic Qualifications for the Position, Indicate How Long a Break-In Period Would be Required.**

Section III

(Reclassification ONLY)

STATEMENT OF DEPARTMENT HEAD

36. Indicate the qualification(s) you think should be required in filling a FUTURE vacancy in this position. Keep the position itself in mind, rather than the qualifications of the individual who now occupies it.

	Minimum Qualifications	**Additional Desirable Qualifications**
A. Education, General		
B. Education, Special or Professional		
C. Experience, Length in Years and Kind		
D. Licenses, Certificates or Registrations		
E. Special Knowledge, Abilities and Skills	Typing Speed_____; Shorthand Speed_____	
F. Physical Requirements Other Factors		

37. **General Comments** (Use additional sheets, if necessary.)

38. Date:	**39. Signature:**
	40. Title:

Section IV

BUSINESS OFFICE

41. **General Comments** (Please indicate any other factors which may be helpful in classifying or re-classifying the position. Use additional sheets, if necessary.)

42. **If Approved the Implementation Date Is:** day mo. yr.

43. **Date:**

44. **Signature:**

45. **Title:**

(Please Return Completed Questionnaire to Business Office)

Distribution: One copy Business Office, one copy Dept. file

For Use by Business Office

Date received by Business Office . . . .

Date presented to Administration . . . .

Administrative action . . . .

Implementation date. . . . .

Proposed salary . . . . present salary . . . . annual difference. . . . .

Monthly difference . . . .

Job classification . . . .

[illegible] 2

[illegible]

APPENDIX VII 75A

Montana University System
Twelve Thirty-One Eleventh Avenue
Helena, Montana

PROFESSIONAL EMPLOYMENT CONTRACT

Date ____________________

THE BOARD OF REGENTS OF HIGHER EDUCATION OF THE STATE OF MONTANA, on behalf of the named institution, hereby enters into a contract of employment with the employee hereinafter named, such contract to be by and between the institution and the individual and subject to the following stated terms and conditions; and in the case of tenurable professionals, subject also to the rules and regulations of the Board of Regents of Higher Education governing tenure and termination.

Institution ____________________

Name ____________________

Title ____________________

Academic Rank ____________________

Department ____________________

Tenure: Probationary Appointment ______ Continuous Tenure ____________

Non-Tenurable ____________

Term of Contract: Academic Year _____ From __________ To __________

Fiscal Year ______ From __________ To __________

Other ____________________

Annual Salary ____________________ Payable in ________ installments

Special Conditions ____________________

____

____________________ President

____________________ Commissioner of Higher Education

This contract, when used for tenurable professionals, is made subject to the rules and regulations of the Board of Regents of Higher Education governing tenure and termination of employment. A copy of these rules is attached hereto and made a part hereof. Your acceptance of this contract constitutes an acknowledgment and acceptance of all provisions of these the employee hereinafter named, such contract to be by and between the institution and the individual and subject to the following stated terms and conditions; and in the case of tenurable professionals, subject also to the rules and regulations of the Board of Regents of Higher Education governing tenure and termination.

Institution____

Name____

Title____

Academic Rank____

Department____

Tenure: Probationary Appointment______ Continuous Tenure______________

Non-Tenurable______________

Term of Contract: Academic Year_____ From__________ To____________

Fiscal Year______ From__________ To____________

Other______________________________________

Annual Salary______________________ Payable in________installments

Special Conditions____

____

______________________________ __________________________
President Commissioner of Higher Education

This contract, when used for tenurable professionals, is made subject to the rules and regulations of the Board of Regents of Higher Education governing tenure and termination of employment. A copy of these rules is attached hereto and made a part hereof. Your acceptance of this contract constitutes an acknowledgment and acceptance of all provisions of these rules.

Date_________________________ __________________________
Signature of Employee

To be valid this acceptance of employment must be returned with the proper signature to the president of the above institution within twenty-one (21) days of the date of notice of professional employment.

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APPENDIX VIII

1974-1975 ACADEMIC YEAR

VEHICLE AND PARKING REGULATIONS

MONTANA COLLEGE OF MINERAL SCIENCE AND TECHNOLOGY
Butte, Montana 59701

These regulations are designed to minimize inconveniences caused by the usual parking and traffic situation on the Montana Tech campus. A major consideration in the design was an improved safety of all personnel utilizing these campus facilities. It is recognized that any parking regulations are burdensome to all and most difficult to administer equitably and fairly, but are essential as an acceptable operating basis.

These regulations shall be applicable to all full-time and part-time students, faculty and staff members of Montana Tech and shall be deemed a part of the terms and conditions of the admission and enrollment of students and of the employment of faculty and staff members.

1. REGISTRATION

A) All students, faculty and staff must register each motor vehicle (including motorcycles) to be parked on campus during regular administrative office hours (including academic vacations) after October 1, 1974. Vehicles are to be registered at the College Business Office.

B) Visitors attending conventions, meetings or workshops may receive special parking permits upon application to the College Business Office.

C) Any person, when parking an unregistered vehicle on a temporary basis, should contact the Business Office for a special parking permit.

D) Vehicle Registration Fees: $10.00 per year or fraction thereof. Additional vehicle: (same family) - .50 per year per vehicle. Evidence of ownership (same family) may be required.

E) Registration is not considered complete or valid until the decal is firmly mounted at the bottom center of the rear windshield. Trucks with canopies or campers shall have the decal mounted in a similar position on a rear window of the canopy, camper or on the vehicle. Vehicles with decals taped to the glass or lying behind a window will be ticketed as non-registered vehicles. Decals for previous years should be removed. An exception to the placement of decals is that on motorcycles the decal should be mounted on the lower right hand side of the windshield.

F) Information:

1. Any change in vehicle registration information must be reported to the Business Office within one week after the change.

2. If a vehicle is sold or transferred, the registration decal should be removed.

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3. The registrant of a vehicle shall be responsible for all violations recorded against the vehicle.

G) Registration decals:

(PLEASE NOTE THE CHANGE THIS YEAR. THERE IS NO DISTINCTION BETWEEN FACULTY, STAFF OR STUDENT PARKING AREAS)

1. "Tech Parking" decal holders may park in any campus parking areas so designated with the exception of the Residence Hall parking lots.

2. "Dorm" decals are issued to students residing in the Residence Hall. Only vehicles with these decals may park in the Residence Hall parking lots; however, holders of these decals may also park in any designated parking area.

3. "Special Permits" may be issued to students, faculty or staff with disabilities. For specific regulations, contact the Business Office.

4. The registration decal, essentially, is a "hunting license" and does not guarantee that a space will be available at all times for vehicles with decals.

5. New decals will be issued each year for all designated areas in which vehicles may legally be parked on campus. "No Parking" areas are in effect twenty-four (24) hours per day, seven (7) days per week.

II. GENERAL POLICY

A) The Business Office will receive monies for vehicle registration and for fines and will maintain appropriate records.

B) Questions concerning campus parking and traffic may be referred to the Business Office and/or the Traffic Committee.

C) Montana Tech assumes no responsibility for the car or protection of any vehicle or its contents while operated or parked on the campus.

D) Students, faculty and staff of Montana Tech shall be subject to such fines and penalties as are listed in these regulations.

E) Visitor's parking is available at various locations on campus. Visitors may park also in any other parking area except those specifically reserved.

III. GENERAL REGULATIONS

A) State laws, city and county ordinances and college regulations will be enforced on all Montana Tech properties.

B) No vehicle shall be parked in any college parking area while undergoing major repairs.

C) Any abandoned vehicle left on college property longer than two weeks shall be impounded and referred to the Butte City Police.

D) No parking shall be allowed on sidewalks, in service drives, in loading zones, within 10 feet of crosswalks, within 20 feet of intersections, in areas marked with yellow curbing, or in any other area not designated for parking (see map).

E) No barricades may be removed without proper authorization.

F) The position of any vehicle when parked shall be such that the whole of the vehicle is located within the boundaries of the parking space. The fact that other vehicles are parked improperly shall not constitute an excuse for parking any part of the vehicle over any line.

G) Vehicles may not be backed into parking spaces designated for angle parking.

H) Speed limit is 15 miles an hour on campus and in parking lots except when posted differently.

I) One-way traffic is indicated for most of the college streets and parking lots. Driving against indicated direction of traffic is prohibited.

J) Bicycles must be operated in conformity with city ordinances. They must have lighting equipment when used at night. Bicycles are to be parked in racks where provided, and parked in such a manner so as not to block a building or entrance to buildings; they may not be parked inside buildings.

IV. PENALTIES

A) As provided for in Montana statutes, the Montana Board of Education has given the six units of the University System authority to levy fines against students, faculty and staff for violations of parking, traffic or registration regulations.

B) Motor vehicles may be impounded and decals cancelled for repeated violation of traffic and/or parking regulations.

Student violators will be subject to action by the Disciplinary Committee. Faculty and staff violators will be subject to action by the President of the College or his designated representative.

C) City ordinances shall be enforced by the City; citations for violations of those ordinances will be issued by city officers and will be prosecuted in city courts. (Certain city streets and alleys are posted by the city to prevent parking in the interest of public safety).

D) Any vehicle parked so as to constitute a hazard or to interfere with college operations may be towed away and impounded, and the owner of said vehicle will be liable for towing and impounding costs and all risks involved.

E) At the end of each semester, students with unpaid fines or penalties will not be permitted to re-enroll or receive transcript service. At the end of each semester, fines not paid by faculty and staff may be withheld from amounts owed to them as authorized by state statute. The Business Office is responsible for the collection of all fines.

F) Penalties not specifically set forth in these regulations shall be established by the Traffic Committee.

G) The fine for violation of any regulation herein shall be $1.00 per violation. The following are examples of specific infractions:

1. Failure to register a vehicle.
2. Failure to purchase a parking decal for a vehicle parked on college property. (First offence will result in a $1.00 fine plus mandatory purchase of a registration decal).

3. Falsification of registration, or unauthorized transfer of a decal or permit will result in a fine plus administrative action against the person(s) involved.

4. Improper display of decals (refer to 1,E)

5. Improper parking.

6. Each additional hour, or fraction thereof, of a continued parking violation constitutes another new violation.

7. Parking or driving a vehicle in any unauthorized area.

8. Failure to pay fine within 10 days of the citation date shall constitute another offense and shall raise the fine by $1.00 per violation.

V. PAYMENT OF FINES

Fines for all violations of these regulations are payable at the Montana Tech Business Office. A citation and/or fine may be appealed by faculty, staff or students.

VI. APPEALS

Any student, faculty member or staff member may desire to appeal a citation and/or fine to the Traffic Committee. He must file his written notice of appeal in the Business Office, after which a hearing will be scheduled and/or petitioner may be heard in person by the Traffic Committee. Appeals must be filed within 10 days of the date of citation or they will not be considered by the Traffic Committee.

All decisions of the Traffic Committee will be final and fines established or upheld by the Committee must be paid within the semester in which they were adjudicated. All persons appealing traffic citations must contact the Business Office or the Traffic Committee to find out the results of their appeal.

VII. TRAFFIC COMMITTEE

The Traffic Committee is composed of seven members consisting of two representatives each from the faculty and staff and three from the student body. These members are appointed by the college president. The maximum voting membership shall be seven, consisting of one vote from each member. The Committee shall be directed by a chairman appointed by the President. The chairman shall have a vote.

VIII. SPECIAL OCCASIONS AND EMERGENCIES

Phone: 792-8321, Extension 248.

A) On special occasions and in emergencies, parking limitations may be imposed by the physical plant as required by prevailing conditions.

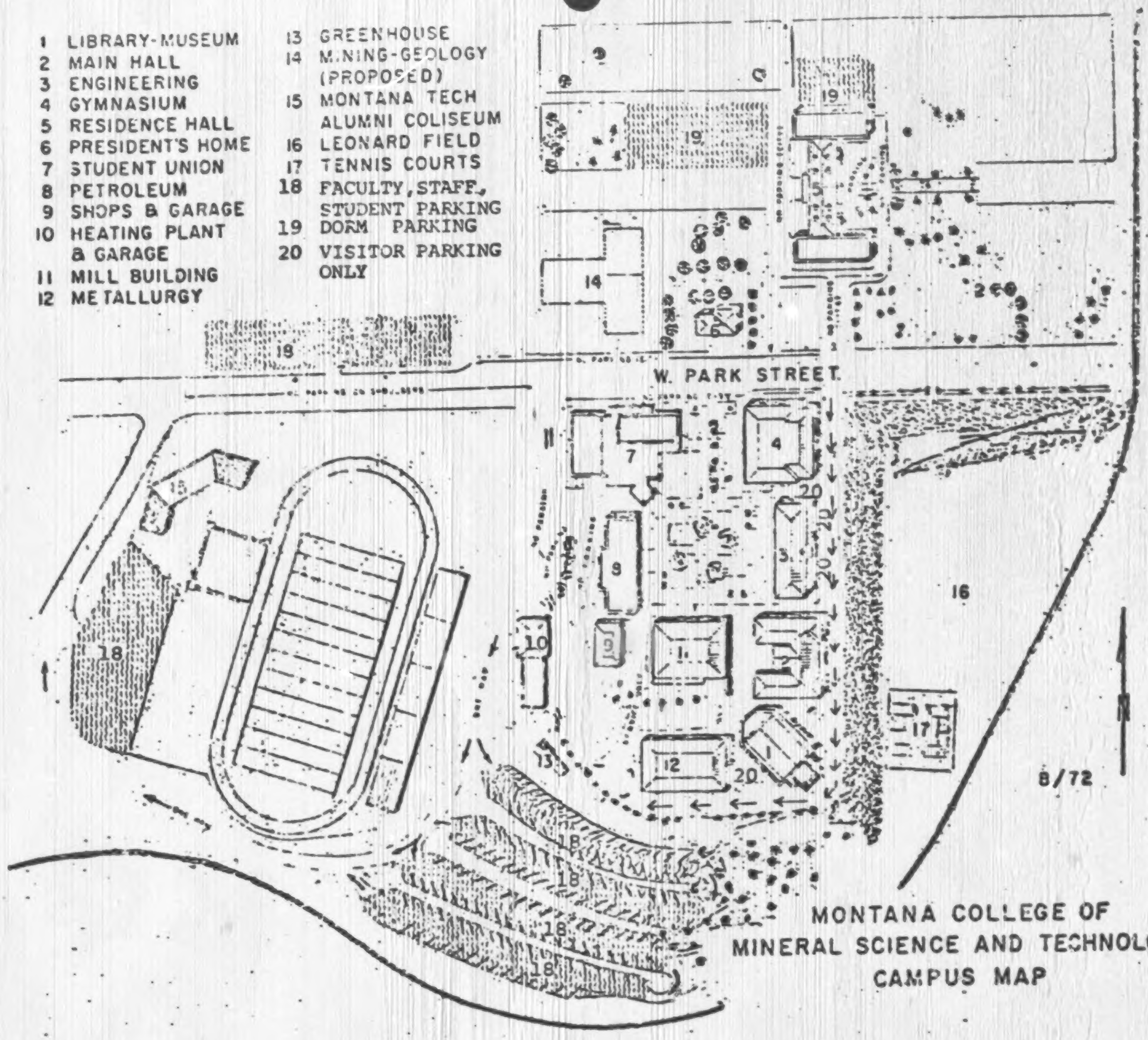
B) Exceptions to parking limitations must be cleared in advance.

C) Arrangements for parking trailers and buses must be made with the Business Office.

D) Certain traffic impediments and other related inconveniences may develop from new construction and campus improvement projects. Your patience and cooperation are important.

THESE REGULATIONS WILL BE ENFORCED IN THEIR ENTIRETY. ACQUAINT YOURSELF WITH THEIR CONTENTS. IGNORANCE OF THE REGULATIONS WILL NOT BE CONSIDERED IN APPEALS.

If there are any questions about parking or traffic regulations, call the Business Office: 792-8321, Extension 248.



1	LIBRARY-MUSEUM
2	MAIN HALL
3	ENGINEERING
4	GYMNASIUM
5	RESIDENCE HALL
6	PRESIDENT'S HOME
7	STUDENT UNION
8	PETROLEUM
9	SHOPS & GARAGE
10	HEATING PLANT & GARAGE
11	MILL BUILDING
12	METALLURGY
13	GREENHOUSE
14	MINING-GEOLOGY (PROPOSED)
15	MONTANA TECH ALUMNI COLISEUM
16	LEONARD FIELD
17	TENNIS COURTS
18	FACULTY, STAFF, STUDENT PARKING
19	DORM PARKING
20	VISITOR PARKING ONLY

MONTANA COLLEGE OF
MINERAL SCIENCE AND TECHNOLOGY
CAMPUS MAP

MONTANA COLLEGE OF MINERAL SCIENCE AND TECHNOLOGY
BUTTE, MONTANA

REQUEST FOR PERMISSION TO ENROLL FOR ACADEMIC COURSES

Date ______________________

Permission is requested for ______________________ to enroll for the
(name)

following courses for the ______________________ semester:
(1st, 2nd)

Course name and number	Number of credits
______________________	__________
______________________	__________

____
(Signature)

Date ______________ ( ) Not Approved.

( ) Approved. Released time basis.

( ) Approved. Applicant must make up time.

____
(Supervisor)

Date ______________ ( ) Approved.

____
(Dean of Academic Affairs)

Regular full-time employees, academic and non-academic, may enroll for academic courses not to exceed six (6) credits in a semester. Regular, full-time employees, academic and non-academic are exempted from payment of incidental fees; other applicable fees will be determined through the Business Office. The decision of making up time missed from regular duties will be made by the head of the department.

Distribution:

1. Registrar
2. Dean of Academic Affairs
3. Applicant

Rev. 11/72
2/1975